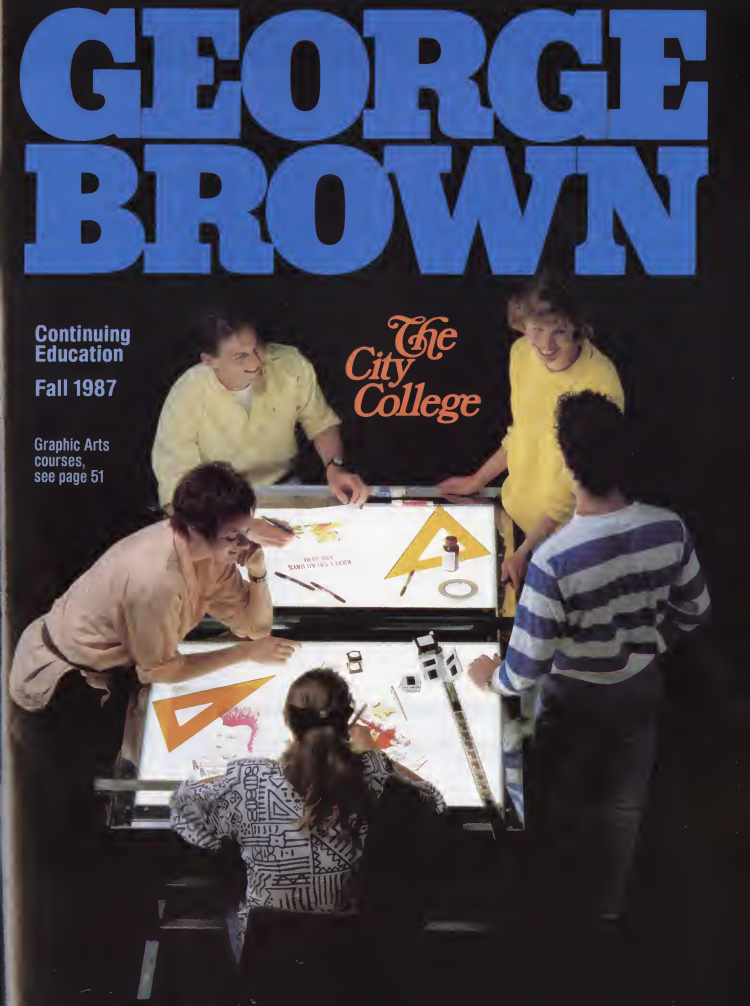
GEORGE BROWN

The City College

Continuing Education

Fall 1987

Graphic Arts courses, see page 51



GEORGE BROWN COLLEGE

CARDIO-PULMONARY RESUSCITATION CENTRE

▶▶ Heart attack, drowning, electrocution and suffocation are all life-threatening emergencies requiring immediate action.

ARE YOU PREPARED?

We offer a series of C.P.R. courses designed to meet community needs:

HEARTSAVER
4 hour course for the general public

INFANT/CHILD
4 hour course for people caring for young children

NEONATAL RESUSCITATION
15 hour course for infant care professionals

BASIC CARDIAC LIFE SUPPORT
(C.P.R. Basic Rescuer)
12 hour course for health care professionals

BASIC CARDIAC LIFE SUPPORT — RECERTIFICATION
(C.P.R. Basic Rescuer Recertification)
10 hour course

INSTRUCTOR TRAINING
15 hour course to train C.P.R. instructors

For further information about these courses see page 63.
Courses can be arranged to meet specific needs of institutions, organizations, and/or community groups. For more information, please contact Evon Soong at

967-1212, ext. 4226.

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George Brown College

MICROCOMPUTER TRAINING AT HARBOURFRONT

George Brown College — Harbourfront Microcomputer Centre
Courses are designed to provide hands-on microcomputer training using IBM compatible personal computers using the latest software products.

The Facility
The George Brown College — Harbourfront Microcomputer Centre is equipped with 20 IBM compatible microcomputers and four printers.

Location
Harbourfront, 222 Queen's Quay West (above the Harbourfront Antique Market)

Courses
Computer Literacy (An Introduction to Microcomputers)
Introduction to Lotus 1-2-3
Introduction to dBase III
Wordstar
IBM is a trademark of International Business Machines Corp. LOTUS 1-2-3 is a trademark of Lotus Development Corp. dBase III is a trademark of Ashton-Tate.

For further information about these courses and how to register see page 34.

Changing Directions?

We can help.

George Brown's Vocational Testing Service can help you decide whether to go back to school or change careers.
The tests will assess your interests, skills and personality characteristics to match you to a career. The Test Centre's staff can also help you with job search techniques and information about the labour market.

For more information call: The Test Centre
967-1212, ext. 4283

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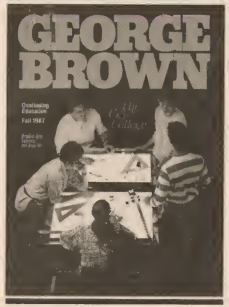


ON THE COVER:
Graphic Design instructor Jane Hall and students of the Contemporary Magazine Design and Layout course discuss class projects. For Graphic Arts courses, see pages 51 to 57.

Cover photo: Albert Li

Linotronic 100 output supplied by Tony Gordon Ltd.

George Brown has taken an important step in community health education. The College recently established a Centre to teach people the lifesaving techniques known as cardio-pulmonary resuscitation or CPR.

CPR techniques have been used to save the lives of thousands of victims of heart attacks, electrocution, suffocation or other accidents and conditions. They are invaluable tools for professionals such as doctors and nurses who deal with people in emergency situations.

For many years, George Brown has served Toronto with basic and refresher CPR offered on a part-time basis. Our new CPR Centre will build on that tradition with an expanded and diversified offering of courses for both health care professionals and the general public. (See page 63 for course descriptions.)

Beyond the courses we offer through this directory, George Brown's CPR Centre will be offering specialized courses directly in health care institutions, offices, factories or with community groups.

There's a need for life-saving courses among all sectors of our community. George Brown is proud to be answering it.

D.E. Light
President

George Brown
The City College
Board of Governors

Mr. Marvin Gerstein *Chairperson*
Mr. Donald E. Clune *Vice-Chairperson*
Ms. Marilyn Austen
Mr. Doug Ellis
Mr. Andrew J. Faas
Ms. Linda Geluch
Mr. Kenneth R. Graydon
Ms. Jenny Ono
Mr. William Y. Reno
Mr. Douglas E. Light *(Secretary-Treasurer)*

George Brown College makes it easy for you to register by offering two convenient methods of registration. Register as soon as possible because enrolment is limited and registrations are accepted on a first-come, first-served basis.

In Person

For courses offered at Nightingale Campus and Casa Loma Campus, register at Casa Loma Admissions Office.
For courses offered at College St. Campus and Kensington Campus, register at Kensington Admissions Office.
For courses offered at St. James Campus, register at the St. James Admissions Office.
Check the back cover of this directory for the campus' office hours.
Bring along your social insurance number.
You can pay by cash, money order, personal cheque or VISA.
Post-dated cheques are not accepted.
Full payment is due at the time of registration.

Mail Registration

Mail-in registrations must be received by the College at least three weeks before the course starts.
Avoid registration line-ups through George Brown's easy and convenient mail-in registration process:

- Please use the registration form on page 95.
- Include full payment (tuition *and* any applicable materials fees) by money order, personal cheque, or VISA.
- Write the name of the campus where the course will be held on both the registration form *and* the envelope.
- Print your name, course title and course code on the back of the cheque or money order.

Mail the completed form to:

- _____ Campus
  (insert campus for your course here)
  Part-Time Courses
  George Brown College
  P.O. Box 1015, Station B
  Toronto, Ontario
  M5T 2T9

Admission Requirements

You must be 19 years old by the day your course starts. Exceptions are the special courses offered for children.
Foreign students who are not Canadian Citizens or Permanent Residents must obtain permission to register form Employment and Immigration Canada and present a Student Authorization form at the time of registration.

Confirmation of Registration

Registrations are accepted on a first-come, first-served basis. Receipt of registration form by the College does not guarantee enrolment. Students registering in person will receive confirmation when they register.
If you register by mail, your registration will be confirmed by mail, time permitting.
If the course you wanted is cancelled or full, you will be telephoned or notified by mail before classes begin.
You should go to the first evening of class unless you hear otherwise.

Fee Receipts

A registration receipt bearing a cash register imprint is your official income tax receipt and must be presented for admission into class, and for transfers or withdrawals.
Mail-in registrants will receive their receipts at the first scheduled class of their course, or through the mail if time permits.
Duplicate or replacement receipts will not be issued.
Materials fees are not eligible for tax deduction purposes.

Room Location

Class room numbers will be printed on registration forms for most in-person registrants.
Others should check the main lobby on the first night of class at the campus where their course is offered.
If you need help finding a room, go to the Campus Supervisor's Office.

Counselling

Counselling services at each campus will provide you with educational, vocational and personal counselling. Normal office hours are 8:30 a.m. to 4 p.m.
Counsellors are also available at Casa Loma Campus on Tuesdays and St. James Campus on Thursdays until 6:30 p.m.
Call for an appointment:
Casa Loma: 967-1212, ext. 2274 or 2414
St. James: 967-1212, ext. 3310 or 3311

Certification

Many of the courses in this calendar can lead to college diplomas or certificates. Others may lead to certification or accreditation by external professional or licensing bodies.
In both cases, requirements will be clearly outlined in the course information. For further information, contact the Counselling Department at your campus or the Chairperson of the department offering your course. It is the student's responsibility to request certification.
Certificates will be prepared by the Student Records Department upon authorization by the Chairperson or Program Co-ordinator.

Advanced Standing

If you have credits from another college or educational institution, and/or related work experience, you may be eligible for advanced standing in certificate and diploma programs. Contact the Program Chairperson for details.

Grades/Credits

Graduates will receive a grade report including a short description of the course approximately one month after the course has ended.

Transfers

Requests for course transfer will be accepted only if made before the third scheduled class and if space is available. Requests for transfer must be made in person or in writing and must be accompanied by the registration receipt. Transfers will be considered as a withdrawal from the first course and a registration in the second. Full fees will apply to the second course chosen. A fee of $5 is charged for this service.

Withdrawal and Refund

If you withdraw before the third scheduled class, you are entitled to a partial refund of tuition fees.
This policy doe not apply to: one-day seminars, courses of three sessions or less, or the Harbourfront Sailing courses.
Apply in person or by mail to your Campus Admissions Office. A registration receipt must be presented before any refund will be made. Non-attendance at classes does not constitute an automatic notice of withdrawal.
Fees will be refunded except for a service charge of $5 and a charge of $5 per scheduled class to a maximum of $10, depending on how many classes have passed at the time of the refund request, regardless of whether or not the student attended classes.
Where a material fee has been paid, refunds will depend upon the amount of materials already used by the student during classes.
No refund is permitted on or after the start date of courses lasting one or two days.
Please allow six weeks for the processing and mail delivery of College refund cheques.

Course Cancellation/Changes

George Brown College reserves the right to cancel or suspend courses, combine classes, change instructors or limit enrolment.
Courses will be cancelled if there is insufficient enrolment or if the instructor cannot be suitably replaced. Every effort will be made to notify students by phone.
A full refund will be made if a course is cancelled. Please allow six weeks for processing and mail delivery.
Transferees may have their original payment credited to the new course. Overpayment will be refunded by mail, or credited to charge card accounts.
Should the start of a course be postponed, registrations will be notified by telephone of there revised start dates.
Statutory holidays are not considered when advertising course termination dates. This may result in your course running a night longer if a holiday occurs during your course. The same can occur if a class is cancelled.

Financial Assistance

Financial aid is available to some part-time students taking post-secondary credit courses. To find out if you are eligible, call or visit the Student Services Office at 500 MacPherson Avenue (opposite Casa Loma Campus) 967-1212.

Books and Supplies

You can buy books and supplies at Campus Bookstores. Your instructor will tell you which books you will need for the course during the first class.
For your convenience, the bookstores at the Casa Loma Campus and the St. James Campus will be open evenings, Monday to Thursday, from September 8 to November 30; Extended hours:
Casa Loma: 5:30 to 7:30 p.m.
St. James: 4:30 to 7:30 p.m.

Foreign Students

Students who are not Canadian citizens or permanent residents may need permission to register from Employment and Immigration Canada. For more information, call 967-1212 and ask for the part-time Admissions Office at the campus where your course is offered.

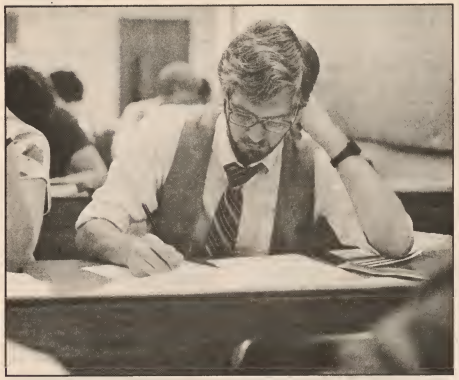
Senior Citizens

If you are 65 or older, you may register in any of the courses in this directory for $5.00 plus any applicable material fee, except where noted. Please be prepared to supply proof of age.

Parking

All George Brown campuses are in downtown Toronto and parking may be difficult. We suggest you leave your car at home and take the TTC instead. Call TTC information for routes to our campuses: 393-4636.

This directory is prepared several months ahead of the semester. Every effort is made to ensure that the information provided is accurate; however, some changes may take place from the time of publication.



Certificate Programs

George Brown's Business Division offers many certificate programs for part-time students. These programs comprise a number of compulsory subjects as well as one or more electives.
Certificate programs are available in:

- Accounting*
- Business Management
- Records Management
- Secretarial Practice
- Marketing
- Paperwork Simplification
- Business Procedures Analyst (Fall and Winter semesters)
- Archival Practices (Fall & Winter semesters)
- Canadian Credit Union Institute Fellows Program (CCUI)
- Business Management Studies (OMDP)
- Supervisory Studies (OMDP)
- Trust Companies Institute
- Physical Distribution
- Office Administrator
- Medical Secretarial
- Purchasing Management Association of Canada
- The Institute of Law Clerks of Ontario
- The Association of Municipal Clerks and Treasurers of Ontario

For all certificate programs, Grade 12 English is required. Second language students and/or mature students not having Grade 12 will be required to pass an English test. Phone 967-1212, ext. 3289 to arrange for an English evaluation.

*Students enrolled in the "Part-time Certificate Program in Accounting" must obtain a "B" standing to proceed.

NOTE: Register for all part-time Business programs or courses at St. James Campus only.

Certificate Program in Accounting

This program gives students a thorough knowledge of the main aspects of accounting. It is of interest to someone already working in a junior position in the field or anyone interested in a general career in business administration.
Entrance requirement: Secondary School Graduation Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience.
Students are expected to complete the program within a maximum of three years.
Students may apply for credits for related subjects taken at other community colleges or similar institutions.

6 Courses:
4 compulsory, 2 electives

Compulsory:
ACC 100X – Accounting I
ACC 101X – Accounting II
ACC 202X – Cost Accounting I
EC 903 – Economics (Fall & Winter only)

Electives:
BUS 900A – Business Management I
BUS 900B – Business Management II
ENG 933 – Bare Essentials
OMDP 902A – Ontario Business Law I
OMDP 902B – Ontario Business Law II (Winter only)
EDP 100X – Introduction to Data Processing

Or choose a maximum of two other related Business Division offerings.

Certificate Program in Business Management

This program is designed to develop the managerial skills of potential managers and those currently working as junior managers. Entrance requirements: Secondary School Graduation Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience. Students are expected to complete the program within a maximum of three years.
Students may apply for credits for related subjects taken at other community colleges or similar institutions.

6 Courses:
4 compulsory, 2 electives

Compulsory:
BUS 900A – Business Management I
BUS 900B – Business Management II
MARK 100X – Marketing
ACC 100X – Accounting I

Electives:
EDP 100X – Introduction to Data Processing
ACC 101X – Accounting II
ACC 202X – Cost Accounting I
ENG 933 – Bare Essentials
OMDP 902A – Ontario Business Law I
OMDP 902B – Ontario Business Law II (Winter only)
OMDP 907 – Effective Supervision – Human Relations
EC 903 – Economics (Fall & Winter only)

Or choose a maximum of two other related Business Division offerings.

Certificate Program for the Office Administrator

Prerequisites: Grade 12 English and Typing 45 wpm.

NEW

Compulsory:
Bookkeeping – BOK 552X
Word Processing II – WORD 800
Office Procedures – OP 900
Dicta/Transcription/Proofreading – DIC 900

Students are required to take a total of 2 electives.

Electives A: Choose one
Effective Supervision Human Relations – OMDP 907
Introduction to Records Management – RM 900
Word Processing – Advanced – WORD 801
Effective Communication in Today's Business World – OMDP 954

Electives B: Choose one
Supervisor – Training and Developing Staff – OMDP 955
Supervisor – Managing Resources – OMDP 957
People Management: Tools and Techniques – OMDP 906

Office Procedures OP 900

Prerequisite: Grade 12 English and Typing 45 wpm
Today's office, business or professional, is in a state of change. In this course, attention is given to what the office worker does and the way in which office activities are accomplished. Basic topics such as human relation skills, filing, telephone data communications, dictation and the automated office are discussed.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Material Fee: $15.00
October 13 to December 17

Dictation/Transcription/ Proofreading DIC 900

Prerequisite: Grade 12 English and Typing 45wpm.
This course provides the student with the skills to dictate, transcribe and proofread effectively. Topics include: operation of a dictation/ transcription machine; preparation of text for dictation; transcription of a variety of letter styles, memorandums and reports; and dictation without a prepared text.

Mon. and Wed. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 Material Fee: $15.00
September 29 to December 3

Certificate Program in Secretarial Practice

Prepares students for a career in the stenographic/ secretarial field and refreshes old skills for those returning to office
work. Entrance requirements: Secondary School Graduation Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience.
Students are expected to complete the program within a maximum of three years. Students may apply for credits for related subjects taken at other community colleges or similar institutions.
Courses in this program may be suitable if you are studying for the Certified Professional Secretaries program. For more information, please call Debra Robinson at 591-7377.

6 Courses:
5 compulsory, 1 elective

Compulsory:
TYP 905 – Advanced Typing
SHP 900A&B – Pitman Shorthand – Theory (A – Fall only; B – Winter only)
SHP 901 – Pitman Shorthand – Speed (Spring only)
ENG 933 – Bare Essentials
RM 900 – Introduction to Records Management

Electives:
OMDP 902A – Ontario Business Law I
OMDP 902B – Ontario Business Law II (Winter only)
EDP 100X – Introduction to Data Processing
MARK 100X – Marketing
BOK 552X – Bookkeeping
RM 901 – Advanced Records Management
Or choose a maximum of two other related Business Division offerings.

Certificate Program in Medical Secretarial NEW

Prerequisites: Grade 12 English and Typing 45 wpm

Compulsory – 5:
Medical Office Practice I*
Medical Office Practice II
Medical Dicta A*
Medical Dicta B
Medical Terminology (to review course offered by Math & Sciences)

Electives:
Word Processing – Beginner Level
* Students who have previously successfully completed the existing Medical Office Practice will be granted exemption for Medical Office Practice "B" if taken within the last two years, and at George Brown College.

George Brown College in Cooperation with The Institute of Law Clerks of Ontario NEW

The Ministry of Skills Development in its Training Profile (1986) for the Law Clerk defines "law clerk" as:
"...a trained specialist, capable of doing independent legal work, which may include managerial duties, under the direction and guidance of a Barrister and Solicitor, of routine legal and administrative matters and to assist him in the more complex ones, and has a thorough knowledge of the practical conduct of a law office and of the procedural aspects of matters handled by the principal..."
The program is comprised of four courses offered over two years. In year one, you are exposed to the areas of real estate and estates. In year two you are exposed to litigation and corporate law. Students have the opportunity of writing a province-wide exam set and marked under the supervision of the Institute of Law Clerks of Ontario. Successful completion of the Institute's four exams is a necessary requirement for associate level membership within the Institute and such completion is a universally accepted standard of achievement within the legal profession, as is membership in the Institute.

4 courses:
Real Estate – LAW 804
Litigation – LAW 802
Estates – LAW 803
Corporate – LAW 801

Real Estate LAW 804

Prerequisite: recommended Grade 12.
This first-year course provides a general introduction to the management of a real estate transaction including title-searching, a review of relevant legislation, and the preparation of all documentation necessary to accomplish the same and adequately train the student.
Recommended Text: Real Estate Practice in Ontario, 3rd edition, D.J. Donahue and P.D. Quinn (Butterworths).

Tues. 6:30 to 9 p.m. St. James Campus
40 hours Fee: $116.00 Examination Fee: $30.00
September 8 to December 12 plus one class
January 5

Litigation LAW 802

Prerequisite: recommended Grade 12.
This second-year course provides a thorough review of the rules of civil procedure, together with a general review of torts, contracts, divorce law, construction liens, bankruptcy and other civil actions.
Recommended text: Ontario Supreme and District Court Practice, Watson and McGowan (Carswell Company Limited)

Tues. 6 to 8:30 p.m. St. James Campus
60 hours Fee: $150.00 Examination Fee: $30.00
September 8 to December 12
January 5 to March 1

Estates LAW 803

Prerequisite: recommended Grade 12.
This first-year course includes will drafting, administration of both testate and intestate estates, income tax matters, including special considerations in preparation of the Terminal T1 Return and subsequent Trust Return, Passing of Accounts and related legislation.
Recommended text: Ontario Estates Practice, 1986, M.L. Dickson and J.R. Wilson (C.C.H.)

Tues. 6:30 to 9 p.m. St. James Campus
32-1/2 hours Fee: $85.00 Examination Fee: $30.00
January 19 to April 12

Corporate LAW 801

Prerequisite: recommended Grade 12.
This second-year course includes Provincial and Federal Corporations, statues, incorporation and reasons for, definitions, share capital, organization and re-organization, meetings, sale of assets, amalgamations, dissolutions and financing statements.
Recommended text: Canada Business Corporations Act and Business Corporations Act, 1982.

Tues. 6:30 to 9 p.m. St. James Campus
35 hours Fee: $85.00
March 15 to June 14

Certificate in Records Management

This program, offered in cooperation with the Association of Records Managers and Administrators, will be of interest to all people who are currently involved in the management of business communications, EDP records, files, forms and reports, records systems and procedures, retention, protection and disposal of vital records. Persons aspiring to management positions in these areas should find this program particularly helpful.

6 Courses:
4 compulsory, 2 electives

Compulsory:
RM 900 – Introduction to Records Management RMI
RM 901 – Advanced Records Management RMII
RM 904 – Machine Readable Records and Archives
MICR 900 – Microfilm For Your Business

Electives:
Choose one subject each from *two* of the following groups:
Archives
BUS800 – Introduction to Archival Practices
BUS 801 – The Administration of Archives
Forms
RM 902 – Forms Management RMIII
FORM 900 – Procedural Analysis
FORM 901 – Forms Design Manuals
RM903 – Manuals Management

Certificate Program in Paperwork Simplification

The Forms and Manuals Management Association (FMMA), formerly the Canadian Association for Business Forms Management (CABFM), offers a certificate program in Paperwork Simplification. This certificate program benefits organizations by providing their employees with the technical and administrative expertise required to:
– develop, implement and manage a comprehensive Forms Management program;
– plan and conduct simple analysis projects for the purpose of simplifying paperflow;
– design forms that are efficient to use, economical to produce, and that enhance the organization's image.

Certificate Program in Paperwork Simplification:
3 Courses:
FORM 900 – Procedural Analysis
FORM 901 – Forms Design
RM 902 – Forms Management

Certificate Program — Business Procedures Analyst

The Business Procedures Analyst Certificate program is a continuation of the basic Paperwork Simplification Certificate program offered by the Forms and Manuals Management Association (FMMA), formerly the Canadian Association for Business Forms Management (CABFM).
This advanced program, reflecting constantly and rapidly changing activities in the forms management field, will provide participants with:
– forms design expertise in all varieties of business forms;
– a basic understanding of the newest technologies relative to forms;
– the techniques for carrying to a successful conclusion the procedural analysis projects they learned to initiate and conduct in the basic program;
– the background for interfacing with manual or automated systems analysis projects;
– the documentation requirements and techniques of procedural analysis projects.
This new program, in combination with the basic program (which is a prerequisite), will give people involved in the management of forms, manuals, records and information flow in general some basic skills needed to carry out their activities more efficiently and cost effectively.

4 Courses:
FORM 903 – Advanced Procedural Analysis (Prerequisite FORM 900)
FORM 902 – Advanced Forms Design (Prerequisite FORM 901)
RM 903 – Manuals Management
EDP 100X – Introduction to Data Processing *

* Students may be granted recognition for the successful completion of an equivalent course at a recognized Community College or University. Applications for such recognition must be submitted in writing together with a copy of transcript of marks to:
Director of Education
Forms and Manuals Management Association
P.O. Box 5338, Station A
Toronto, Ontario
M5W 1N6

NOTE: Students may enrol in courses in any order, provided that the required prerequisites are met. Students must hold FMMA's (formerly CABFM) Paperwork Simplification Certificate to be eligible to receive the Business Procedures Analyst Certificate.

Municipal Administration Program for Clerks, Treasurers and Municipal Administrative Staff NEW

The fabric of our society is undergoing dramatic change. The youth culture, unemployment, the housing crisis, tax reform, urban sprawl, pollution, and population problems clamour for attention. To deal with these problems, local government needs to develop an ability to manage this change and plan for the future municipality. The Municipal Administration Program consists of four units, which are required to obtain the certificate.

For further information, please contact:
Association of Municipal Clerks and Treasurers of Ontario
100 University Ave., Ste. 801
Toronto, Ontario
Tel: 593-1400

4 courses:
Introduction to Local Government – MUN 900
Municipal Administrative Structure – MUN 901
Municipal Financial Management – MUN 902
Municipal Functions & Practices – MUN 903

Introduction to Local Government MUN 900

Prerequisite: designed for Clerks, Treasurers and other municipal administration staff.
This course describes and analyses the local government system in Ontario as it has evolved from its historical origins through various pressures and adaptations, to the present structure. It outlines the broader framework within which local government must operate. Topics include: the Nature of Local Government; the Myth and the Reality; the Present Local Government Structure in Ontario; the Senior Levels of Government; the Municipality in the Federal System; the Financial Basis of Municipal Government.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $70.00 Material Fee: $35.00
September 23 to November 25

The Municipal Administrative Structure MUN 901

Prerequisite: designed for Clerks, Treasurers and other municipal administration staff.
This course begins by examining the nature of municipal administration in comparison to the operations of public administration at the two senior levels, and gives particular attention to the democratic, political nature of local government. It examines the basic machinery of municipal government and the general roles and relationships of councillors and staff. It then considers the effects of the pressure of change on this machinery. Topics include: Politics in Local Government; Introduction to Municipal Administration; the Machinery of Municipal Government; the Machinery Under Stress; Beyond the Machinery.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $70.00 Material Fee: $35.00
September 24 to November 26

Municipal Financial Management MUN 902

Prerequisite: designed for Clerks, Treasurers and other municipal administration staff.
This course gives particular emphasis to the development of an effective system of financial management and control within a municipality. It begins by examining the nature and potential of municipal revenue sources. Money management, both short-term and long-term, is examined. Topics include: The Nature of Municipal Financial Management; Municipal Revenues; Financial Planning and Priority Setting; Methods of Financial Management; Developing a Financial Management System; Applications of Financial Management.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $70.00 Material Fee: $35.00
January 27 to March 30

Municipal Functions & Practices MUN 903

Prerequisite: designed for Clerks, Treasurers and other municipal administration staff.
This course deals with the operating differences between small and large municipalities. Topics include: Municipal Law; the Policy Making Process; Effective Communications; Office Management; Personnel Management; Financial Management; the Planning Process and the Elements of Administration.

Thurs. 6 to 9 p.m. St. James Campus
36 hours Fee: $84.00 Material Fee: $35.00
April 28 to July 14

Certificate Program in Archival Practices

This program, sponsored by the Toronto Area Archivists Group, provides basic training in archival practices and administration for non-professional archival technicians. The course is of value to information and management professionals with archival responsibilities. Case studies and workshops are used to present practical examples of the theory taught in class. Local professionals lecture on their fields of expertise and give students valuable future contacts. Credit courses from this program are of interest to students in the part-time certificate in Records Management.
A non-refundable materials fee covers the cost of texts and supplies.

This six-course certificate program consists of the following:

Compulsory Courses:
BUS 800 – Introduction to Archival Practices (Fall Only)
RM 900 – Introduction to Records Management
BUS 801 – The Administration of Archives (Winter Only)
BUS 833 – The Care of Records (Conservation Techniques) (Fall Only)

The remaining two courses may be selected from courses listed in the Business section of the calendar or from the following:

Elective Courses:
RM 904 – Machine Readable Archives and Records (Fall Only)
RM 901 – Advanced Records Management
RM 902 – Forms Management
RM 903 – Manuals Management
MICR 900 – Microfilm For You Business
FORM 900 – Procedural Analysis
FORM 901 – Forms Design

Students are encouraged to select at least one computer-based elective. Management students are encouraged to include at least one Management Development elective.

Certificate Program in Marketing

Introduces beginners to the marketing side of business and upgrades the skills of those already employed in the field. Professionals benefit from a more rounded view of marketing and the course may help them advance in their careers. Lectures from experienced professionals are combined with textbook studies and case analyses.

6 Courses:
4 compulsory, 2 electives

Compulsory:
MARK 100X – Marketing
MARK 205X – Marketing Management 1
MARK 904 – Introduction to Advertising
MARK 905 – Introduction to Retail Management

Electives:
MARK 202X – Marketing Research and Information Systems
MARK 903 – Industrial Marketing
LAW 900 – Marketing Law
MARK 906 – Consumer Behaviour
MARK 902 – Retail Advertising Copy Writing

Or choose a maximum of two other related courses from the Business Division offerings.

Certificate in Accounting

Compulsory

Accounting I

ACC 100X

Prerequisite: BOK 552X or equivalent recommended.
Introduces the basic concepts and methodology of accounting as applied to either a service or merchandising business. Major topics studied include: the accounting equation, preparing balance sheets and income statements, the end-of-period process, cash and receivables, inventory, plant and equipment, and income measurement and valuation problems.
Text: Fundamental Accounting Principles — latest edition plus workbook.
NOTE: Students enrolled in the part-time Certificate Accounting program must obtain a "B" standing in order to proceed.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 and purchase of text.
See equivalency for CMA, CGA, CCUI, TCI, pages 5, 6, 10.
September 22 to November 26
January 26 to March 31
April 19 to June 23

Accounting II

ACC 101X

Prerequisite: ACC 100X or equivalent.
Transcript of grades must be produced before registration.
A study of the problems related to sources and uses of investment capital, analysis and interpretive problems pertaining to financial reporting, cost accumulation, cost control and financial planning. Major topics include: shareholders' equity, dividends and retained earnings, proprietorship and partnership capital, debt financing, investments, statement of changes in financial position, accounting for manufacturing operations, cost, volume and income analysis.
Text: Fundamental Accounting Principles — latest edition plus workbook.

Mon. and Wed. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $62.50 and purchase of text.
See equivalency for CMA, CCUI, TCI, pages 5, 6, 10.
September 21 to November 30
January 25 to March 30
April 18 to June 27

Cost Accounting I

ACC 202X

Prerequisites: ACC 100X, ACC 101X or equivalent. Transcript of grades must be produced before registration.
For those currently employed in bookkeeping who wish to study cost accounting. The course is compulsory for students in the Accounting program. Subjects studied include: basic concepts of cost accounting, materials, labour, overhead, solving simple costing problems, and using cost accounting techniques to solve major financial cases.
Text: Cost Accounting, Planning and Control (latest edition).

Mon. and Wed. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 and purchase of text.
See equivalency for CMA, CGA, CCUI, TCI, pages 5, 6, 10.
September 21 to November 30
January 25 to March 30
April 18 to June 27

Economics

EC 903

A broad overview of basic economics. Topics covered include: industrial organizations, forms of economic organization and their strengths and weaknesses, monetary theory, including money, credit and banking, the Canadian banking system, forms of business organization, business financing, supply and demand, business cycles, compensatory counter-cyclical fiscal policy, labour economics, insurance, civics, and the organization of federal, provincial and municipal governments.
Text: Principles of Economics and The Canadian Economy, latest edition.

Mon. and Wed. 6 to 9 p.m.
St. James Campus
84 hours Fee: $105.00 and purchase of text.
See equivalency for CMA, CGA, CCUI, TCI, pages 5, 6, 10.
September 14 to December 21
January 18 to April 20
(not offered Spring Semester)

Electives

Business Management I

BUS 900A

First of a two-part course for people in junior or middle management positions. Compulsory subject for the part-time Business Management Certificate.
This overview of business in Canada deals with the nature and importance of business history, corporate structures and participation in planning a company. Other topics include: definition of a manager, importance of the environment, decision making and policy formulation, organizing and staffing, planning and controlling communication, directing, management qualifications, senior management, first line management and middle management.
Text: Business in the Canadian Environment.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $5.00 and purchase of text.
See equivalency for CMA, CGA, CCUI, TCI, pages 5, 6, 10.
September 15 to December 15
January 19 to April 19

Business Management II

BUS 900B

Second of a two-part course for people in junior or middle management positions. Compulsory subject for the part-time Business Management Certificate.
Each student is assigned a major topic for presentation. Topics studied include: production, marketing, financial and personnel functions, current and future concerns, business and government, international corporations, and business in the future.
Text: Business in the Canadian Environment.

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $5.00 and purchase of text.
September 16 to December 16
January 20 to April 20

Ontario Business Law I

OMDP 902A

Gain an understanding of the law as it applies to Canadian business. Learn to communicate better with lawyers and make the best use of legal advice. Case studies are the main method of instruction.
This course is a full credit toward the OMDP certificate in Business Management Studies.

NOTE: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 and purchase of course kit and text.
See equivalency for CCUI, TCI, pages 5, 10.
September 23 to November 25
January 20 to March 23
April 20 to June 22

Introduction to Computer Programming

EDP 100X

An overview of business data processing and a base for further study of programming and systems analysis. Topics include: hardware and software features, programming languages, flowcharts, and practical experience programming in the BASIC language.
Text: Computer Fundamentals With Application Software and Watcom BASIC Made Easy.

Mon. and Wed. or Tues. and Thurs. 6 to 8:30 p.m. or Sat. 10 a.m. to 1 p.m.
St. James Campus
60 hours Fee: $62.50 and purchase of texts.
See equivalency for CCUI, TCI, pages 5, 10.
September 21 or 22 to November 30 or 26
September 19 to February 20
January 25 or 26 to March 30 or 31
April 18 or 19 to June 27 or 23

The CCUI Fellows' Program consists of 10 courses (three parts) designed to increase professional competence of personnel in co-operative finance so that credit unions can more effectively contribute to the development of Canadian society.

Canadian Credit Union Institute (CCUI) Fellows' Program

Complete details on this program may be obtained from:
Credit Union Central of Ontario
180 Duncan Mill Road
Don Mills, Ontario M3B 3K3
(416) 441-2900

Admission Requirements: Admission is restricted to employees of credit unions or co-operative industries which are members of CCCS. In addition, applicants must meet the entrance requirements of George Brown College.

Program: The Program includes six compulsory courses and four options from among the approved courses. Only two options under each subject category are allowed.

EQUIVALENCY COURSE LIST

CCUI	COURSE NUMBER	GEORGE BROWN
Letter of Recognition		
Accounting	ACC 100X	Accounting I
Business Administration	BUS 900A	Business Management I
Letter of Commendation		
Economics	EC 903	Economics
Marketing	MARK 100X	Marketing
Plus 2 approved options		
Fellows' Designation		
Business Strategy		N/A
Co-operative Studies		Available only through CCUI
Plus 2 approved options		

APPROVED OPTIONS

CCUI	COURSE NUMBER	GEORGE BROWN
Business – General		
Business Law	OMDP 902A	Ontario Business Law I (half-credit)
	OMDP 902B	Ontario Business Law II (half-credit)
Management of Financial Resources		
Business Finance	ACC 101X	Accounting II
Financial Accounting	ACC 200X	Financial Accounting I
Investment Management	ACC 203X	Financial Accounting II
Management Information Systems	EDP 800	Microcomputers in Business
Management of Human Resources		
Personnel Management	OMDP 906 (half-credit)	People Management: Tools & Techniques
	OMDP 907 (half-credit)	Effective Supervision: Human Relations
Organizational Behaviour	PSY 908	Psychology: Human Resource Management (See Liberal Studies)
Marketing		
Consumer Behaviour	MARK 906	Consumer Behaviour
Promotion Management	MARK 202X	Marketing Research & Information Systems
	or	
	MARK 904	Introduction to Advertising
Quantitative Methods		
Computer Concepts	EDP 100X	Introduction to Computer Programming

Accounting

Cost Accounting II

ACC 204X

Prerequisite: ACC 202X.
Learn more complex cost accounting concepts and techniques. Topics include: responsibility accounting, systems control of materials, labour and overhead, budget and budgetary controls, standard systems and variances.
Text: Cost Accounting, Planning and Control (latest edition).

Mon. and Thurs. 6 to 8:30 p.m. St. James Campus
55 hours Fee: $68.75 and purchase of text.
See equivalency for CMA, CGA, CCUI, TCI, pages 5, 6, 10.
September 28 to December 14
January 25 to April 6
April 18 to July 4

Financial Accounting I

ACC 200X

Prerequisites: ACC 100X and ACC 101X.
A study of the theoretical structure of accounting. After a review of accounting principles and concepts, topics studied include: preparing financial statements; valuation of current assets, liabilities and operational assets.
Text: Intermediate Accounting (latest edition).

Wed. 6 to 9 p.m. and Sat. 9 am to noon
St. James Campus
78 hours Fee: $97.50 and purchase of text.
See equivalency for CMA, CGA, CCUI, TCI, pages 5, 6, 10.
September 16 to December 16
January 13 to April 13
April 20 to July 20

Financial Accounting II

ACC 203X

Prerequisite: ACC 200X.
A continuation of ACC 200X that covers the following subjects: the formation and capital structure of limited companies; accounting for bonds, long term liabilities and investments; accounting for income tax, pension and lease costs; statement of changes in financial position; analysis of financial statements; and accounting for inflation.
Text: Intermediate Accounting (latest edition).

Wed. 6 to 9 p.m. and Sat. 9 am to noon
St. James Campus
78 hours Fee: $97.50 and purchase of text.
See equivalency for CMA, CGA, CCUI, TCI, pages 5, 6, 10.
September 16 to December 16
January 13 to April 13
April 20 to July 20

Auditing

ACC 205X

Prerequisites: EDP 100X, ACC 100X, ACC 101X, ACC 200X, ACC 203X, ACC 220X, ACC 222X
This course is designed to provide students with an overview of the principles and techniques of auditing.
Students learn how to evaluate internal control systems, to prepare working papers in good form, and to communicate audit findings.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
55 hours Fee: $68.75
September 22 to December 3
January 26 to March 31

Computerized Accounting

Management Information Systems I

ACC 220X

Prerequisites: ACC 100X, ACC101X, ACC 200X or business equivalent.
Learn the basic procedures of operating a microcomputer from the user's point of view. Other topics include: microcomputer accounting applications, system flowcharting, and internal controls in a computerized accounting information system.
Texts: Accounting Information Systems and Intermediate Accounting Problems Using Lotus 1-2-3.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 Materials: $10.00 and purchase of texts.
September 22 to November 26

C.G.A./S.M.A. Exemptions

The courses listed below have been granted exemptions by C.G.A. and S.M.A. as noted. An average grade of B is required to obtain exemptions. This Exemption Policy will apply as long as course content is acceptable to the associations.*

Our Course	C.G.A. #	S.M.A.#
ACC 100X	ACC 101 & 101X	Intro. Acctg.
EC 903	Economics 104	Economics
ACC 200X	ACC 211	Interm. Acctg. I
ACC 203X	ACC 222	Interm. Acctg. II
LAW 200X	LAW 108	Commercial Law
ACC 202X	Cost & 204X	Accounting 311

*For complete exemption details, contact the associations directly.

You and the Law

How to Incorporate Yourself

LAW 800

All the information and guidance needed to incorporate your own small business. Learn to prepare Articles of Incorporation according to the law, as well as the various forms of business, particularly the corporation, and legislation governing corporations.
Instructor: Ira Greenspoon, B.Sc., L.L.B., practices law in Toronto and is very interested in educating the public about the law.

Mon. 6:30 to 9:30 p.m. St. James Campus
12 hours Fee: $49.00
September 14 to October 5

Commercial Law

LAW 200X

Prerequisite: Grade 12 English
Covers the fundamentals of Canadian commercial law that are particularly relevant to management accountants. The course is also helpful for accounting students seeking a professional designation (C.G.A. or C.M.A.) who want to earn an exemption in this subject.
Text: The Law and Business Administration in Canada, latest edition.

Wed. 6 to 9 p.m. and Sat. 9:30 a.m. to 12:30 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $5.00 and purchase of text.
September 23 to December 2

Job Search Skills

BUS 215X

This course provides you with the tools you require to apply for the job, obtain and keep the job, and how to earn the promotion.

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee $52.50 Materials: $10.00
September 16 to December 16

Certificate in Business Management

Compulsory

Marketing

MARK 100X

A study of basic marketing concepts and practices as they relate to the consumer. Topics include: marketing terminology, controllable and non-controllable variables, and identification of the target market by demographic and geographic segmentation.
Text: Foundations of Marketing, latest edition.

NOTE: It is recommended that you read the first two chapters of the text prior to the course start date.

Mon. and Wed. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 and purchase of text.
See equivalency for CCUI, TCI, pages 5, 10.
September 21 to November 30

Business Management I

BUS 900A

For course description, see page 4.

Business Management II

BUS 900B

For course description, see page 5.

Accounting I

ACC 100X

For course description, see page 4.

Electives

Introduction to Computer Programming

EDP 100X

For course description, see page 5.

Accounting II

ACC 101X

For course description, see page 4.

Cost Accounting I

ACC 202X

For course description, see page 4.

Ontario Business Law I

OMDP 902A

For course description, see page 5.

Economics

EC 903

For course description, see page 4.

Effective Supervision — Human Relations

OMDP 907

Gain an understanding of the various aspects of managing people.
Topics include: understanding people, selection and induction, how to train employees, developing and maintaining morale, compensation, salary administration, effective communications, appraising employee performance, job satisfaction, leadership, planning and organizing for results, union relations, and resistance to change.

Thurs. 7 to 10 p.m. or Sat. 9 a.m. to 3 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
September 24 or 26 to November 26 or 7
January 21 or 23 to March 24 or February 27
April 21 or 23 to June 23 or June 4

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Certificate in Secretarial Practice

Compulsory

Typewriting III (Advanced)

TYP 905

Prerequisite: 35 w.p.m. or TYP 903.
Further develop typewriting skills and concentrate on more advanced typewriting setups. The goal of the course is to achieve 50 w.p.m. on five-minute tests.
Text: Typing Power Drills and Pine Tree Resorts — An Office Simulation

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $10.00 and purchase of texts.
September 22 to November 26
January 26 to March 31
April 19 to June 23

Pitman Shorthand Theory I

SHP 900A

Prerequisites: Grade 12 English or equivalent and 45 w.p.m. typing.
An introduction to the theory of Pitman shorthand, covering short forms and phrases and laying the foundation for speed development in subsequent courses.
Text: New Basic Course in Pitman Shorthand and Accelerated Speed in Pitman Shorthand.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
72 hours Fee: $90.00 and purchase of texts.
September 22 to December 10

Pitman Shorthand Theory II

SHP 900B

Prerequisite: SHP 900A or acceptable background determined by test.
Continuation of the theory, and developing techniques in taking dictation at speeds up to 100 w.p.m. and transcribing it into acceptable form.
Texts: New Basic Course in Pitman Shorthand and Accelerated Speed in Pitman Shorthand.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
72 hours Fee: $90.00 and purchase of texts.
January 19 to April 7

Pitman Shorthand — Speed Development

SHP 901

Prerequisites: SHP 900A & B or equivalent, and 45 w.p.m. typing.
Develop skills in writing and reading shorthand notes, with the emphasis on short forms and phrases. Learn to take shorthand of average commercial difficulty at speeds of up to 120 w.p.m. and transcribe it into acceptable form at the typewriter.
Text: Practical Dictation and Transcription.

Mon. and Wed. 6 to 9 p.m. St. James Campus
60 hours Fee: $75.00 and purchase of text.
April 19 to June 27

Introduction to Records Management RM 1

RM 900

An introduction to the broad range of subjects involved in records management. Lectures, syndicate exercises and discussions help define problem areas, possible solutions and the benefits to be gained by better control of all records. The emphasis is on training the student for supervised work.
Text: Information & Records Management (latest edition).

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $15.00 and purchase of text.
September 16 to December 16

Electives

Ontario Business Law I

OMDP 902A

For course description, see page 5.

Advanced Records Management RM II

RM 901

Prerequisite: RM 900 — Introduction to Records Management RM I.
This in-depth treatment of the subjects covered in RM 900 gives students the practical background for management positions in the profession. Syndicate exercises and class discussions of relevant topics are used to present material.
Text: Information & Records Management (latest edition).

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $15.00 and purchase of text.
September 16 to December 16

Introduction to Computer Programming

EDP 100X

For course description, see page 5.

Bookkeeping I

BOK 552X

Develops a working knowledge of basic bookkeeping concepts and procedures. Students can use this course to gain employment in the field or as the basis for a more advanced study of accounting. Topics include: analyzing business transactions affecting assets, liability and owner's equity accounts as well as revenue and expense accounts, recording business transactions, the trial balance, posting, adjustments and closing entries, accounting for professional enterprises, financial statements, petty cash and payroll.
Text: Accounting I (latest edition), plus workbook.

Tues. 6 to 9 p.m. plus two 4-hour Sat. sessions within the dates listed below.
St. James Campus
50 hours Fee: $62.50 and purchase of texts.
September 15 to December 15
January 12 to April 12
April 26 to July 26

Marketing

MARK 100X

For course description, see page 6.

Certificate in Records Management

Compulsory

Introduction to Records Management RM I — RM 900

For course description, see page 7.

Advanced Records Management RM II — RM 901

For course description, see page 7.

NEW REGISTRATION CENTRES

For courses offered at Nightingale and Casa Loma Campus register at Casa Loma Admissions Office.

For courses offered at College St. and Kensington Campus register at Kensington Admissions Office.

For courses offered at St. James Campus register at St. James Admissions Office.

Electives

Forms Management RM III

RM 902

How to set-up and run a comprehensive forms management program. Suitable for career improvement in the field or for those who want a greater understanding of forms management as one element of a total records management program.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $10.00.
September 17 to December 17

Manuals Management

RM 903

This course provides the participant with specific knowledge in the planning, writing and maintenance of policy and procedure manuals. Among others, the following key topics will be studied: writing styles, writing layouts, organization of manuals, product procedures and distribution and maintenance procedures.
Text: Creating Effective Manuals

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 and purchase of text.
September 16 to November 18

Microfilm for Your Business

MICR 900

An introduction to producing, duplicating and using various microforms, roll, jacket, microfiche and aperture cards. Learn to prepare a cost/benefit study, and how to select the right equipment for the job. Other topics include: computer output microfilm (com), roll microfilm, unit microform, engineering drawings, micropublishing, film processing, quality control, and the types of equipment available.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
September 15 to December 15

Certificate in Paperwork Simplification

Procedural Analysis

FORM 900

This course provides the student with the knowledge to plan and conduct a study of paperflow systems through lectures and practical exercises. This course satisfies the needs of those required to apply the concept of analysis to forms, procedures, methods or manual systems. The course benefits students seeking careers in the forms management, records management or systems professions.

Mon. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $10.00
September 14 to December 21

Forms Design

FORM 901

This course introduces the student to the principles and contemporary design standards necessary for effective business forms. Lectures and exercises provide the student with a practical background in all aspects of business forms, from development through production. Topics include: principles of design, forms processing, design standards, typography, visual aids, copy marking and specification writing, paper standards and manufacturing, and technological changes.

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $10.00
September 16 to December 16

Forms Management RM III — RM 902

For course description, see page 8.

Certificate Program in Business Procedures Analyst

Advanced Forms Design

FORM 902

Prerequisite: FORM 901 — Forms Design. Learn to design more complex unit sets, continuous forms and specialty forms. Other topics include: specifications writing for complex forms, high speed printer evaluation, MICR and OCR encoding, and new design technologies. Lectures are supplemented by practical class exercises and homework assignments.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $98.00
September 17 to December 17

Advanced Procedural Analysis

FORM 903

An advanced study of business systems, including: fact finding, flowcharting, problem solving, selling ideas and report writing. Lectures, practical exercises and case studies are used to present material.

Mon. 6 to 9 p.m. St. James Campus
42 hours Fee: $98.00
September 14 to December 21

Manuals Management RM IV

RM 903

For course description, see page 8.

Introduction to Computer Programming — EDP 100X

For course description, see page 5.

Certificate in Archival Practices

Compulsory

Introduction to Archival Practices

BUS 800

Learn basic archival practices and examine the nature of archives. The relationship of archival practices to library practices and records management procedures is discussed. Other topics include: acquisitions, appraisal and accessioning, arrangement and description, cataloguing and indexing systems, reference, security and access, and conservation.
Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $79.00 Materials: $25.00
September 24 to December 24

Introduction to Records Management RM I — RM 900

For course description, see page 7.

The Administration of Archives

BUS 801

Prerequisite: BUS 800 — Introduction to Archival Practices or currently employed as an archivist.
A guide to establishing, managing and marketing archival programs to professional standards. Examine the special problems facing the archivist, including: legal issues, changing media, automated access, monetary value, and disaster contingency planning.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $71.00 Materials: $25.00
January 26 to April 26

The Care of Records (Conservation Techniques)

BUS 833

Prerequisite: BUS 800 — Introduction to Archival Practices or permission of the Toronto Area Archivist Group coordinator. This must be presented when you register.
Develops a working knowledge of common conservation techniques, especially those which require no professional assistance or special equipment. All records storage formats are discussed, including: paper, photographic, micrographic, video, audio, and other machine readable media. Other topics include: testing, fumigation, removal of old repairs, cleaning, de-acidification, encapsulation, folder making, document repair and reinforcement.

Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $94.00 Materials: $50.00
September 15 to December 15

WORKING SKILLS FOR WOMEN

The YWCA of Metropolitan Toronto, in cooperation with George Brown College and Canada Employment, is offering a free, non-credit program for working women to update their skills in **computer awareness, mathematics** and **career planning**. This program is designed for women who face technological change in their workplace.

Evening Program:
6:30 - 9:30 p.m.
Monday & Wednesdays or
Tuesdays & Thursdays

Course Starts:
January, April, June
& September

Entry Requirements:
Grade 12 or equivalent

For more information call the YWCA at: 961-8100

Electives

Advanced Records Management RM II — RM 901

For course description, see page 7.

Forms Management RM III — RM 902

For course description, see page 8.

Manuals Management RM IV — RM 903

For course description, see page 8.

Machine Readable Archives and Records — RM 904

An introduction to the steps involved in establishing a machine readable records program, regardless of the size and complexity of the organization. Particular attention is paid to the appraisal, acquisition, processing, description, control and conservation of machine readable records, as well as how these records can be made available to public researchers. Other topics include: problems and techniques associated with the field, concepts of managing data in systems, electronic office support systems, and developing disposal and retention schedules based on an integrated archival and records management systems.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $86.00 Materials: $10.00
September 24, October 1, 8, 22, 29, November 12, 19, 26, December 3
Sat. 9 a.m. to 5:30 p.m. St. James Campus
October 17, November 7
September 24 to December 3

Procedural Analysis

FORM 900

For course description, see page 8.

Forms Design

FORM 901

For course description, see page 8.

Microfilm for Your Business

MICR 900

For course description, see page 8.

Certificate in Marketing

Compulsory

Marketing

MARK 100X

For course description, see page 6.

Introduction to Advertising

MARK 904

Discover how to use the components of advertising (headline, layout, illustration and copy) for maximum results. Learn to select the right advertising message, identify your target audience, and what medium (television, radio or print) to use.
Text: Advertising Theory and Practice (latest edition).

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 and purchase of text.
See equivalency for CCUI, page 5.
September 16 to December 16

Introduction to Retail Management

MARK 905

For retail professionals wanting to upgrade their skills or aspiring retail managers, this introductory course helps identify and solve common problems in the industry. Students are encouraged to use their own business as a case study. Topics include: planning, budgeting, inventory control, merchandising, cost control, security, personnel, advertising and promotion.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $80.00 Materials: $10.00
September 17 to December 17

Marketing Management I

MARK 205X

Prerequisites: MARK 100X and MARK 202X. Expands on information from previous courses, comparing various marketing strategies and how they relate to product and price. A text, case studies, computer simulation and student project are used to introduce material.
Text: Canadian Marketing Cases and Concepts (latest edition).

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 and purchase of text.
September 16 to December 16

Product Planning and Pricing Policy

MARK 200X

Prerequisite: MARK 100X and MARK 202X. This course is designed to provide the student with an in-depth study of product pricing policies and strategies. Topics include: identification of pertinent factors regarding the product; how to communicate plans of action in oral and written form; and the development of a comprehensive marketing plan for the introduction of a new product.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 plus purchase of text.
September 29 to December 3
January 26 to March 31

Electives

Industrial Marketing

MARK 903

Gives students an understanding of marketing in the industrial sphere and shows them how to effectively market industrial products.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $85.00 and purchase of text.
September 17 to December 17

Marketing Law

LAW 900

Familiarizes students with the fundamentals of Canadian marketing law and the applicable statutes.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $103.00
September 17 to December 17

Trust Companies Institute

TRUST COMPANIES INSTITUTE
L'INSTITUT DES COMPAGNIES DE FIDUCIE

The Trust Companies Institute (TCI) is the educational arm of the Trust Companies Association of Canada, Inc. and provides business, technical and management programs to the Canadian Trust industry.

The Institute's Business Education Program requires candidates to complete six general business subjects and to have one year's business experience. Upon completion of these requirements, candidates are awarded a Business Education Certificate by the TCI. George Brown, in cooperation with the Trust Companies Institute, offers courses which can be credited towards the Business Education Program.

Candidates are responsible for registering with the College and also with the Trust Companies Institute by completing a TCI registration form available from TCI and TCI Company Representative. Transcripts of courses successfully completed should be forwarded to the Institute by candidates upon completion of the program.

Individuals interested in Institute programs should contact the Institute for further details:

Trust Companies Institute
335 Bay Street
7th Floor
Toronto, Ontario
M5H 2R3
Telephone: (416) 364-1210

TCI Compulsory Subject	George Brown Equivalent
Principles of Accounting OR Financial Accounting	ACC 100X Accounting I **OR** ACC 200X Financial Accounting I
Law (one of) • Business • Commercial • Real Estate	OMDP 902A Ontario Business Law I **OR** RE 905 Real Property Law
Communications (one of) • Business • Interpersonal • Management OR Organizational Behaviour OR Human Relations	ELS 903 Business Communication **OR** OMDP 954 Effective Communication in Today's Business World **OR** ENG 721 English B Applied Communications **OR** ENG 805 Report Writing for Positive Results
Principles of Economics (one of) • Micro • Macro	EC 903 Economics EC 900 Economics — An Introduction

TCI Optional Subjects/Equivalent Course Number/Title

ACC 101X Accounting II	OMDP 907 Effective Supervision — Human Relations
ACC 202X Cost Accounting I	OMDP 941 Effective Labour Relations
BUS 900A Business Management I	PRGM 970 Intro. to Electronic Data Processing
EDP 100X Intro. to Computer Programming	PSY 907 Psychology — An Introduction
EDP 800 Microcomputers in Business	PSY 908 Psychology Human Resource Management
ELTC 928 Intro. to Microprocessors and Microcomputers	
MARK 100X Marketing	

Marketing Research and Information Systems

MARK 202X

Prerequisite: MARK 100X or equivalent. Designed for information users rather than technical research specialists, with the emphasis on the interpretation of information results. Other topics include: definition of decision oriented information needs, and sampling and measurement techniques. The text, case studies and a project are used to present material.
Text: Marketing Research (latest edition).

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 and purchase of text.
See equivalency for CCUI, page 5.
September 16 to December 16

Consumer Behaviour

MARK 906

A study of consumers' buying habits. Topics include: the effects of social class on purchasing behaviour, consumers' acceptance of certain new products and rejection of others, the debate whether consumers are manipulated to buy products they do not really need, personality differences and their effects on purchasing behaviour, and a discussion of whether advertisements can change attitudes and beliefs.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $80.00 and purchase of text.
See equivalency for CCUI, page5.
September 17 to December 17

Retail Advertising Copy Writing

MARK 902

Prerequisite: Retail advertising copywriting or practical experience.
Participants create a complete advertising campaign using all media covered in the course. This advanced workshop improves students' job prospects. Topics include: writing copy for regular price, sale, image and institutional advertisements, writing for television and radio, direct mail, billboards and posters.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $113.00
September 17 to November 19

Marketing Management II

MARK 206X

Prerequisite: All courses required within the Certificate Program in Marketing.
This course is designed to improve the student's ability to work in groups, improve communication skills, make decisions, and gain full factual knowledge with respect to "Buyer Behaviour."
Text: Canadian Marketing Cases and Concepts

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 and purchase of text.
September 29 to December 3
January 26 to March 31

The Creative Manager I

BUS 814

Techniques for harnessing creative talent and applying it to solving problems in business. The use of techniques such as brainstorming and synetics in planning, organizing, managing, financing and marketing is developed through case studies of a variety of businesses.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $157.00
September 28 to December 7

Purchasing Management Association of Canada (P.M.A.C.)

P.M.A.C.'s Professional Development Program is designed to help students improve their skills in purchasing. The three "Principles" courses are just the first step in obtaining credits towards your Professional Purchaser designation from the Association. For further information on the Professional Development Program, contact the National Office of P.M.A.C. at 2 Carlton Street, Suite 815, Toronto, Ontario M5B 1J3, (416) 977-7111.

Principles of Transportation

BUS 907

For purchasing professionals who want to increase their understanding of available modes of transportation. Learn the rates and services of these different delivery systems and develop skills in selecting the appropriate system for your needs. This course is recognized by the P.M.A.C.

No refund on materials after course start date.

Tues. 6 to 9 p.m. St. James Campus
45 hours Fee: $187.00 including materials fee.
September 8 to December 15

Principles of Inventory and Operations Control

BUS 908

Prerequisites: Grade 12 Math and BUS 909 — Principles of Buying recommended.
An introduction to inventory control as it applies to a wide range of organizations, including: public and non-profit services, distributors, end-users, processors and manufacturers. Topics include: management of inventories, inventory functions and classification, replenishment strategies, order quantities, order points, safety stocks, demand forecasting, strategies to reduce inventories (MRP and just-in-time), capacity management, scheduling and project management. This course is recognized by
the P.M.A.C.

No refund on materials after course start date.

Thurs. 6 to 9 p.m. St. James Campus
45 hours Fee: $187.00 including materials fee.
September 10 to December 17

Principles of Buying

BUS 909

Designed for anyone in industrial, commercial, institutional or government buying. Newcomers to the purchasing field or experienced professionals who have not taken any work-related courses benefit from this course. Topics include: supplier selection, negotiation, taxes, legal aspects of purchasing, considerations of price, quantity, inventory and quality. Lectures, case studies and group discussions are used to present material and students are expected to participate. This course is recognized by the P.M.A.C.

No refund on materials after course start date.

Mon. 6 to 9 p.m. St. James Campus
60 hours Fee: $260.00 including materials fee.
September 14 to December 21
January 11 to February 15

Physical Distribution

Introduction to Physical Distribution

PD100X

An introduction to all components of a full physical distribution system and its importance to a modern business. Topics include: handling materials, purchasing, warehousing, transportation and inventory control.
Text: The Management of Business Logistics, latest edition.

Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $5.00 and purchase of text.
September 16 to December 16

Physical Distribution Systems Management I

PD 202X

A more in-depth study of physical distribution and the role of the distribution manager, including: organization, concepts, strategies and skills required. Examine how a company reacts instantly to shifts in supply, demand and total cost.
Text: Strategic Physical Distribution Management

Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $5.00 and purchase of text.
September 15 to December 15

Warehouse Management

PD 103X

Provides a complete overview of the operation of a modern warehouse.

Mon. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $5.00 and purchase of text (available in first class, cost: $10.00).
September 14 to December 21

Transportation Management I

PD 203X

An overview of Canada's transportation role, both domestically and in the international market.
Topics include: types of service provided by different modes of transportation, product, characteristics, documentation, insurance, shipping rates, federal and provincial regulations, management operations, information systems, and the economic impact on markets.

Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $5.00 and purchase of text (arrangements will be made in first class for purchase of text).
January 13 to April 13

Industrial Purchasing

PD 204X

Covers the basic purchasing techniques used in modern businesses. Topics include: locating and negotiating with suppliers, pricing, quality control, timing, cost analysis and control, make or buy decisions, planning and organization.
Text: Purchasing & Materials Management Text & Cases, latest edition.

Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $5.00 and purchase of text
January 12 to April 12

Inventory Control

PD 105X

Prerequisite: PD 100X — Introduction to Physical Distribution.
Current inventory control techniques are studied, including: usage forecasting for cost control, balanced inventories, proper lot-size choices, classification, records, physical control and inventory budgeting.
Text: Production & Inventory Control, Principles & Techniques, latest edition.

Mon. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $5.00 and purchase of text.
January 11 to April 11

The Canadian Manager: Concepts and Practises Part I

BUS 842

Prerequisite: Several years business experience recommended.
Today's manager prepares for the future. This two-part program links course content and situations familiar to all managers. Each session gives students valuable insight and knowledge which can be applied to the day-to-day operations of business. For managers, or those about to be managers, this course offers a solid knowledge of managerial skills. Topics include the evolution of management thought, functions of management, planning, organizing, controlling, directing, controlling human resources and the manager of the future.
Note: Students may take one or both parts. Part II may be taken first. Each part is independent of the other.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $95.00
September 28 to December 7

The Canadian Manager: Concepts and Practises Part II

BUS 843

Prerequisite: Several years business experience recommended.
Today's manager continues to prepare for the future. Part two of this program includes the following: forms of management, internal and external environment, financial resources, environment of the future, physical and material resources and commercial resources.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $95.00
October 1 to December 3

Workshops

How to Open an Art Gallery

BUS 837

This workshop focuses on financial requirements, gallery locations, financing artists and developing clients.

Sat. 9 a.m. to noon St. James Campus
3 hours Fee: $45.00
October 17

Art Gallery of Ontario in cooperation with George Brown College presents Museum Store Management

BUS 839

Prerequisite: Museum Management
This workshop is designed for those presently involved in expanding operations. How to meet the current phenomenal need for increasing retail revenues in the face of decreasing government and private funding. Managers will present approaches taken within their institutions devoted to the various arts and sciences, including product development, human resources training and economical promotions as particularly appropriate to museum mandates. A panel of these managers will invite questions, giving ample time to show the scope of the entrepreneurial challenge.

Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $110.00
October 17

Operating a Consulting Business

BUS 841

This workshop presents specific information on how to start a part-time or full-time consulting business in any field. Topics included are: selecting a speciality, getting your first assignment, how to price your services, how to avoid giving away free advice, marketing, expanding into related fields, when to subcontract, writing successful proposals, and many others.

Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $95.00
October 17

Operating an at-home Business

BUS 838

This seminar deals with the basics of running a home-based business; the legalities of starting and operating any kind of home business; zoning regulations related to home business; service and retail businesses; how to manage family interruptions; a "place and time" for business; when to consider "moving out."

Sat. 9 a.m. to noon St. James Campus
3 hours Fee: $45.00
October 17

Dictating Skills

BUS 840

This workshop is designed for the new or non-user of dictation equipment. Its purpose is to teach familiarity with the equipment and basic dictating skills. It will appeal to management and persons interested in utilizing the time-saving ability of dictation rather than hand-writing their notes. Course instruction will include the concept of dictation, why it is so effective, hands-on experience with structured dictation techniques and how to develop your own dictation style. All materials are supplied. Course materials include dictation equipment, instruction materials including dictation samples and guidelines.

Sat. 9 a.m. to noon St. James Campus
3 hours Fee: $45.00
October 17

Insurance Courses leading to A.I.I.C. Designation

These courses are offered in cooperation with the Insurance Institute of Canada.
An examination fee of $37 per A.I.I.C. subject is collected by the Institute. The examination fee for General Insurance Essentials is currently $30.

Note: A.I.I.C. texts will be distributed in class and are included in your fee. Register for exams during the first class.

REGISTRATION DEADLINES:
Courses: September 8, 1987
Examinations: October 15, 1987
Institute Exams: December 7-10, 1987

Principles and Practice of Insurance

INS 911

An overview of the insurance business. Topics covered include: the organization and operation of insurance, basic legal documents and applications of the law, binders and policies, how to read a policy from application to expiry, reinsurance, federal and provincial controls, production of business, adjusters, underwriters' associations or boards, and a history of insurance.
Note: This course is a prerequisite for any other A.I.I.C. subject.

Mon. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m. St. James Campus
36 hours Fee: $100.00
September 14 to November 30
October 24 to November 28

Insurance on Property I

INS 912

Prerequisite: INS 911 — Principles and Practice of Insurance.
Topics covered include: basic fire insurance, extended coverage endorsement, fire insurance provisions in the Insurance Act, fire statutory conditions, concepts relating to property insurance, co-insurance and mortgage clauses, fire insurance coverage for dwellings, dwelling extended coverage endorsement, introduction to and general features of inland marine and multi-peril insurance and forms, underwriting these forms, householder's named perils, personal effects floater, fine arts policy, miscellaneous coverages, composite dwelling policy, homeowner's policy, tenant's package policy, cooperatives and condominiums.

Wed. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $100.00
September 16 to December 2

Insurance Against Liability

INS 913

Prerequisite: INS 911 — Principles and Practice of Insurance.
A discussion of the law of negligence both in common law and as it applies to Quebec. Further topics include: the courts, employer and employee, independent contractors, dangerous things, animals, children and parents, damages, liability of owners and occupiers for dangerous land or premises, public authorities, conflict of laws, fatal accidents, and defences.

Thurs. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00
September 17 to December 3

Automobile Insurance

INS 914

Prerequisite: INS 911 — Principles and Practice of Insurance.
Begins with an introduction to the field and a look at applications in general. Further topics include: applications for owner's form (S.P.F.I.); owner's form section A — third party liability; owner's form section B — accident benefits coverage; owner's form section C — own damage, general provisions, definitions, exclusions, automobile insurance law and statutory conditions, endorsements which may be used with owner's form, non-owned liability insurance, garage coverages, variations in automobile insurance between provinces, financial responsibility laws, highway victims indemnity funds, absolute liability, filing proof of financial responsibility, facility, compensation without fault, rating and claims.

Tues. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m. St. James Campus
36 hours Fee: $100.00
September 15 to December 1
October 24 to November 28

Insurance Accounts and Finance

INS 916

This is the mandatory last course in the A.I.I.C. program. Topics covered include: government control of insurance companies, general principles of bookkeeping and insurance accounts, systems and methods, interrelationship of accounting and statistical departments, books and records of original entry and subsidiary ledgers, general ledger, profit and loss account and the balance sheet, premium and loss reserves, collection and credit, agents' accounts, reinsurance accounts, statistics, taxation of general insurance companies, and investments.

Wed. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $100.00
September 16 to December 2

Claims I

INS 918

Prerequisite: INS 911, INS 912, INS 914.
An introduction to insurance claims, covering the following subjects: the independent adjuster, the insurer's claims department, the contract, the policy, investigation and settlement, the adjuster's role, first party claims for automobile, property and commercial property, third party claims, documentation, property claims, and aids to implementing adjustment.

Mon. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $100.00
September 14 to November 30

Bodily Injury Claims

INS 932

Prerequisite: INS 911 — Principles and Practice of Insurance.
A discussion of the evaluation, negotiation and settlement of bodily injury claims, including: investigation and background, anatomy, bodily injury, bodily injury treatment, interpretation of medical reports, disability, and rehabilitation.

Thurs. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00
September 17 to December 3

Insurance on Property II

INS 933

Prerequisites: INS 911 and INS 912.
Topics include: business fire coverage, extended coverage endorsements, E.C.K.L.J. rating, fundamental principles and purposes of underwriting, the mechanics of underwriting, insurance plans, plan drawing, mercantile and commercial coverages designed for special purposes, bailees, coverages, real property insurance, basic fire policy, and survey practice.

Mon. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $100.00
September 14 to November 30

Insurance on the Person

INS 934

Prerequisite: INS 911 — Principles and Practice of Insurance.
Topics include: history, types of policies, premiums, multi-party policies; computation of premiums — mortality, interest and expenses; office reserves — policy values and annual statements; savings and protection — use of policies and the effect of taxation; the Insurance Act, underwriting life insurance, business life insurance, pension plans, group insurance, equity investments, agency systems, accidents and sickness.

Wed. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $100.00
September 16 to December 2

Insurance Against Crime

INS 935

Prerequisite: INS 911 — Principles and Practices of Insurance.
Topics include: definitions, policy conditions; robbery, burglary and theft insurance; broad form coverage — money and securities policy (broad form); safe deposit box policies — standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket and liability insurance); fidelity, forgery; package policies — comprehensive, dishonesty, disappearance and destruction policies; office — store burglary and robbery, storekeepers' broad form, brokers' blanket bonds, physical protection, underwriting, rating and claims.

Tues. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $100.00
September 15 to December 1

Building Construction/Fire Protection and Basic Hazards

INS 936

Prerequisite: INS 911 — Principles and Practices of Insurance.
A comprehensive study of fire hazards, particularly in building construction. Learn the specific fire hazards of heating, lighting and housekeeping and how they relate to ignition, combustion, volatility and flammability. Fire resistance is examined through a study of building materials and different structures.

Wed. 5:30 to 9:30 p.m. St. James Campus
36 hours Fee: $100.00
September 16 to December 2

Industrial and Process Hazards

INS 937

Prerequisites: INS 911 and INS 936.
Learn the principles and practice of using fire equipment, including: hand operated fire extinguishing equipment, automatic sprinkler protection, other special fire extinguishing equipment, private fire alarm services and equipment, and public fire protection.

Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $100.00
September 17 to December 3

Casualty Loss Prevention

INS 938

Prerequisites: INS 911, INS 913, INS 935.
Introduction to owners', landlords' and tenants' liability, crime, and burglar alarm systems. Specific topics include: inspections, exit requirements, swimming pools, schools, day nurseries, school camps, and elevator liability, manufacturers' and contractors' liability, fidelity bonds, crime inspections, physical protection, burglar alarm equipment and wiring methods, choice of alarm system, safes and vaults, and robbery.

Tues. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $100.00
September 15 to December 1

Business Interruption
INS 940

Prerequisites: INS 911, INS 912.
Topics include: purpose, terminology, insured perils, policy period and indemnity period, American vs. British approach, insurable interest, earnings insurance, co-insurance, gross earnings and profits insurance, other types, practical points and loss adjustment.

Mon. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $100.00
September 14 to November 30

Casualty Covers
INS 943

Prerequisite: INS 911 — Principles and Practice of Insurance.
Topics include: glass insurance, surety bonds, boiler and machinery insurance — history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; aviation insurance — aircraft liability insurance, underwriting, rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability, employer's liability and worker's compensation, aviation accident insurance, air cargo liability insurance, miscellaneous coverages — water damage, weather, crop, hail, livestock mortality, and commercial credit insurance.

Thurs. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $100.00
September 17 to December 3
October 24 to November 28

Claims II
INS 946

Prerequisites: INS 911, INS 933.
Topics covered include: principles governing settlement, preserving the evidence, general liability claims, professional and products liability claims, fidelity bond and surety bond claims, claims evaluation, negotiating a settlement, claim termination and civil procedure.

Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $100.00
September 17 to December 3

Personal Lines Production
INS 971

Prerequisite: INS 911 — Principles and Practice of Insurance.
A basic overview of the insurance business. Topics include: an introduction to sales, individual selling skills, legal background, federal and provincial jurisdiction, tort, agency and contract law, home, automobile and life insurance.

Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $100.00
September 17 to December 3

Commercial Lines Production I
INS 972

Prerequisites: INS 911, INS 971.
A comprehensive study of risk management analysis, stressing the four categories of insurance: property, casualty, business interruption and life insurance. Helps insurance brokers and underwriters identify the needs of both the insured and the insurer. Case management techniques are used and the wording of various policies is reviewed.

Mon. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $100.00
September 14 to November 30

General Insurance Essentials — Part I
INS 981

Prerequisite: INS 911 — Principles and Practice of Insurance.
This first section deals with structures of the industry, office procedures and automobile insurance. The course is designed for people in clerical or similar positions and is offered in cooperation with the Insurance Institute of Canada.

Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $100.00
September 17 to December 3

General Insurance Essentials — Part II
INS 982

Prerequisite: INS 981 — General Insurance Essentials — Part I.
Intended for those preparing for broker registration in RIBO, acting under supervision. Also useful for non-producer broker staff, insurance buyers, adjusters, and insurance company personnel. Instructors are all leading brokers.
Topics include: emphasis on skills required of new brokers by RIBO, RIBO Act information and regulations, commercial property, personal lines, liability, automobile, crime, bonds, brokerage office operations and routines.
This evening course is equivalent to the 10-day broker registration offered by IBAO at the School of Insurance in Toronto.

Tues. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $100.00
September 15 to December 1

Basic Broker Registration (General Lines Insurance)
INS 944

Intended for those preparing for broker registration in RIBO (acting under supervision). Also useful for non-producer broker staff, insurance buyers, adjusters, insurance company personnel. Instructors are drawn from among leading brokers.
This evening course is equivalent to the 10-day broker registration course offered by IBAO at the School of Insurance in Toronto.
Course Content: Emphasis on the skills required of new brokers by RIBO; Principles and practices, RIBO Act information and regulations, commercial property, personal lines, liability, automobile, crime, bonds, brokerage office operations and routines.
Note: No refund on materials after the course start date.

Mon. and Wed. 6 to 9 p.m. St. James Campus
72 hours Fee: $150.00 Materials: $185.00
(Mandatory with registration)
RIBO Examination Fee: $35.00 — submit during first class.
September 14 to December 7

Specialized Skills for the Insurance Professional
NEW
BUS 836

Prerequisite: Minimum one year insurance experience.
This workshop has been designed and developed expressly for insurance people who want professional training in communication strategies that clarify, convince and motivate with words. This highly concentrated full-day clinic is to renew, review and improve your competency as an effective insurance communicator.

Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $95.00
October 17

Computer Studies

Introduction to Computer Programming
EDP 100X

An overview of business data processing and a base for further study of programming and system analysis. Topics include: hardware and software features, programming languages, flowcharts and practical experience programming in the BASIC language.
Text: Computer Fundamentals with Application Software and Watcom BASIC Made Easy.

Mon. and Wed. **or** Tues. and Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $62.50 and purchase of texts.
September 21 or 22 to November 30 or 26
January 25 or 26 to March 30 or 31
April 18 or 19 to June 27 or 23

Computer Literacy (An Introduction to Microcomputers)
PRGM 993

An introduction to the computer age, covering how computers work, computer terminology, what the computer can and cannot do and the types of machines available. Material is presented with helpful audio-visual aids and hands-on computer experience.
Text: Understanding and Using Microcomputers.

Tues. 6 to 9 p.m. **or** Sat. 9 a.m. to noon
St. James Campus
18 hours Fee: $71.00 Materials: $5.00 and purchase of text
September 22 or 26 to October 27 or November 7
November 10 or 14 to December 15 or 19
Tues. 6 to 9 p.m.
Harbourfront Microcomputer Centre,
222 Queen's Quay West
(Register at St. James Campus)
September 22 to October 27 ***or*** *November 10 to December 15*

COBOL I
EDP 101X

Prerequisite: EDP 100X or equivalent.
Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.
Text: Cobol for the '80s.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 Materials: $10.00 and purchase of text.
September 22 to November 26
January 26 to March 31

COBOL II
EDP 200X

Prerequisite: A "C" standing in COBOL I or equivalent.
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.
Text: Cobol for the '80s.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 Materials: $10.00 and purchase of text.
September 22 to November 26
January 26 to March 31

Microcomputers in Business
EDP 800

Prerequisite: Basic knowledge of microcomputer operations.
An introduction to the various types of commercially available productivity software for those acquainted with the general procedures for processing business information. Subjects include: BASIC, electronic spreadsheet, word processor, data manager, graphics and integrated packages. Hands-on experience is offered in most of these areas.
Text: Lotus 1-2-3 – A Ready Reference Manual and dBASE III – A Ready Reference Manual.

Sat. 9 a.m. to 1 p.m. St. James Campus
44 hours Fee: $102.00 Materials: $8.00 plus purchase of text.
See equivalency for CCUI, TCI, pages 5, 10.
September 26 to December 12

Introduction to dBASE III
PRGM 997

Prerequisite: Familiarity with microcomputers. dBASE III and dBase III Plus are the latest versions of dBASE. They are the most popular data base management software packages around for microcomputers. Learn the steps for creating, editing and displaying data records. You are introduced to sorting, indexing and preparing reports and elementary dBase programming.

Fri. 6 to 9 p.m. St. James Campus
18 hours Fee: $109.00 Materials: $7.00
September 18 to October 23
November 6 to December 11

Advanced dBASE III
PRGM 998

Prerequisite: PRGM 997 — Introduction to dBASE II.
This course is designed for those who want to use dBASE III and dBASE III Plus beyond just the interactive mode and become involved in its built-in programming language. The student starts by creating small business-related programs and learns how to build these step by step into powerful, integrated programs. These integrated programs relate to most business systems and provide a practical tool for the work place.

George Brown College at Castle Frank High School

George Brown College, in co-operation with Castle Frank High School, located at 711 Bloor St. E., offers the following courses. **Register in person at Castle Frank High School, September 15 and 16 (Fall Semester), January 4 and 5 (Winter Semester).**

The ABCs of Selling
OMDP 923

Tues. 4 to 7 p.m.
September 29 to December 1
January 12 to March 15
* for course description, see page 19.

Effective Supervision — Human Relations
OMDP 907

Mon. or Wed. 6:30 to 9:30 p.m.
September 28 to December 7 or September 30 to December 2
January 11 to March 14 or January 13 to March 15
Tues. or Thurs. 4 to 7 p.m.
September 29 to December 1 or October 1 to December 3
January 12 to March 15 or January 14 to March 17
* for course description, see page 7.

How to Start a Small Business
OMPD 914

Mon. or Wed. 6:30 to 9:30 p.m.
September 28 to December 7 or September 30 to December 2
January 11 to March 14 or January 13 to March 15
Tues. 4 to 7 p.m.
September 29 to December 1
January 12 to March 15
Wed. 4 to 6:30 p.m. (11 weeks)
September 30 to December 9
January 13 to March 23
* for course description, see page 19.

Microcomputers in Business
EDP 800

Mon. and Wed. 6:30 to 9:30 p.m.
September 28 to November 18
January 11 to February 29
* for course description, see page 15.

Ontario Business Law I
OMDP 902A

Wed. 6:30 to 9:30 p.m.
September 30 to December 2
January 13 to March 16
* for course description, see page 5.

Bookkeeping — An Introduction to Accounting
OMDP 953

Thurs. 6:30 to 9:30 p.m.
October 1 to December 3
January 14 to March 17
* for course description, see page 20.

How to Operate a Successful Retail Store
OMDP 948

Thurs. 6:30 to 9:30 p.m.
October 1 to December 3
January 14 to March 17
* for course description, see page 20.

Effective Supervision — Communications
OMDP 942

Tues. 6:30 to 9:30 p.m.
September 29 to December 1
January 12 to March 15
* for course description, see page 20.

Management by Objectives and Results
OMDP 930

Tues. 7 to 10 p.m.
September 29 to December 1
January 12 to March 15
* for course description, see page 19.

Keyboarding — Speed Development for Word Processing
Tues. & Wed. 6:30 to 9:30 p.m.
September 29 to October 29
January 12 to February 11

Note: There is an additional cost for text and study material for each of the courses held at Castle Frank High School.

Wed. 6 to 9 p.m. St. James Campus
18 hours Fee: $114.00 Material Fee: $5.00
September 16 to October 21
November 4 to December 9

Introduction to Lotus 1-2-3
BUS 813

Prerequisite: Basic knowledge of microcomputers.
A clear, concise and practical approach to the popular electronic spreadsheet which combines power and flexibility with ease of use. Both the novice and those with some knowledge of 1-2-3 will benefit from the course.

Tues. or Thurs. 6 to 9 p.m.
St. James Campus
18 hours Fee: $211.00 Material Fee: $7.00
September 15 or 17 to October 20 or 22
November 3 or 5 to December 8 or 10
Mon. 6 to 9 p.m.
Harbourfront Microcomputer Centre
222 Queen's Quay West
(Register at St. James Campus)
September 21 to November 2
November 9 to December 14
Thurs. 6 to 9 p.m.
Harbourfront Microcomputer Centre
222 Queen's Quay West
(Register at St. James Campus)
September 17 to October 22
November 5 to December 10

Advanced Lotus 1-2-3
BUS 815

Prerequisite: BUS 813 — Introduction to Lotus 1-2-3 or practical business experience with Lotus 1-2-3.
Explore the potential of 1-2-3 and move on to more advanced applications, especially the use of macros. Learn how to design the worksheet and create macros for a variety of business applications as well as data sharing between 1-2-3, dBASE II and Wordstar.

Mon. 6 to 9 p.m. St. James Campus
18 hours Fee: $203.00 Material Fee: $10.00
September 14 to October 26
November 9 to December 14

Introduction to Wordstar and Wordstar 2000 NEW
WORD 802

Prerequisite: Familiarity with the keyboard.
Using Wordstar and Wordstar 2000, the student is introduced to the fundamentals of word processing. This course examines editing, creating, saving, printing and revising documents; setting margins, columns, page length; inserting, deleting, copying and moving text.

Sat. 1 to 4 p.m. St. James Campus
30 hours Fee: $160.00 Materials: $5.00
September 19 to November 28
Thurs. 6 p.m. to 9 p.m.
Harbourfront Microcomputer Centre
222 Queen's Quay West
(Register at St. James Campus)
September 17 to November 19)

For more courses in computer studies, see the Computer Studies section, page 33.

Typing

Basic Keyboarding I
KB 100X

Designed for those with no or almost no previous knowledge of typing. After a thorough introduction to the keyboard, time is spent on drills to increase speed and accuracy. A speed of 20 to 25 w.p.m. is the desired goal.
Text: Typing Power Drills.

Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m. or Sat. 10 a.m. to 1 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $5.00 and purchase of text.
September 21 or 22 to November 30 or 26
September 19 to February 20
January 25 or 26 to March 30 or 31
April 18 or 19 to June 27 or 23

Typewriting I (Beginning)
TYP 901

Prerequisite: Basic knowledge of English.
Emphasizes mastery of the touch system and basic typewriting set-ups with a goal of 25 w.p.m. on five-minute tests. Topics include: elements of the touch system — posture, good stroking, rhythm, and correct fingering, parts of the typewriter, and the rules of syllabication, capitalization, tabulation and letters.
Text: Keyboarding for Canadian Colleges, Career Course and Typing Power Drills

Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m. or Sat. 10 a.m. to 1 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $5.00 and purchase of text.
September 21 or 22 to November 30 or 26
September 19 to February 20
January 25 or 26 to March 30 or 31
April 18 or 19 to June 27 or 23

Typewriting II (Intermediate)
TYP 903

Prerequisite: 25 w.p.m. typing or TYP 901 — Typewriting I (Beginning).
Develop speed with a goal of 35 w.p.m. or better while learning basic production skills, such as centering and tabulation.
Text: Keyboarding for Canadian Colleges, Career Course and Typing Power Drills.

Mon. and Wed. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $5.00 and purchase of text.
September 21 to November 30
January 25 to March 30
April 18 to June 27

Typewriting III (Advanced)
TYP 905

Prerequisite: 35 w.p.m. or TYP 903 — Typewriting II (Intermediate).
Learn more advanced typewriting set-ups while further developing speed, with the goal of 50 w.p.m. Topics include: tabulation tables, financial statements, centering of menus, programs, announcements, business letters — different styles, placement, carbon copies and envelopes, essential business forms, erasures and corrections, squeezing and spreading, dicta typing and office simulation.
Text: Typing Power Drills and Pine Tree Resorts — An Office Simulation.

Tues. and Thurs. 6 to 9 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $10.00 and purchase of text.
September 22 to November 26
January 26 to March 31
April 19 to June 23

Word Processing

Word Processing Concepts
WORD 113X

An introduction to the use of word processing and the different types of systems and equipment available. This course does not include hands-on experience.
Text: Word Processing and Information Systems.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 and purchase of text.
October 1 to December 3
January 28 to March 31
April 21 to June 23

Word Processing I
WORD 201X

Prerequisites: Grade 12 English and 45 w.p.m. typing (test required).
For the experienced office worker who wants to learn to operate word processing equipment. Intensive hands-on training is provided on the Wang system.

Mon. and Wed. 6 to 9 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
30 hours Fee: $150.00 Material Fee: $15.00
September 14 or 19 to October 19 or 24
November 9 or 14 to December 9 or 12

Intermediate Word Processing
WORD 800

Prerequisite: WORD 201X — Word Processing I or proof from employer of practical experience required when registering.
Continue training on the Wang system and learn to create, manipulate and print documents. Topics include: introduction to the glossary, merge, dual column and repagination.

Tues. and Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $150.00 Materials: $15.00 and purchase of text.
September 15 to October 15
November 3 to December 3

Advanced Word Processing
WORD 801

Prerequisite: WORD 800
Further training on the Wang system, including demonstrations of format modification, index generator and superglobal replace. Other topics include: advanced glossary functions, decision processing, mathematics support package, document merge, alternating headers and footers, and column edit.

Fri. 6 to 9 p.m. St. James Campus
30 hours Fee: $150.00 Material Fee: $15.00
September 18 to November 27

Shorthand

Forkner Shorthand
SH 104X

Not included in the Secretarial Practice program.
Prerequisite: Grade 12 English.
Learn a variety of speed forcing techniques with the emphasis on English and transcription skills. Reference SHP 900A, SHP 900B, SHP 901.
Text: Forkner Shorthand for Colleges and Forkner Skill Builder

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
80 hours Fee: $100.00 plus purchase of texts.
September 8 to January 5

Certificate Program in Medical Secretarial

For description, see page 2.

Medical Office Procedures

Medical Office Practice I
BUS 176X

Prerequisites: Grade 12 English and 45 w.p.m. typing. Proof required when registering.
Become familiar with the daily routine of working in a doctor's office through extensive simulations of an actual office environment.
Text: Office Practice for Canadian Medical Secretaries.

Mon. and Wed. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $5.00 and purchase of text.
September 28 to December 7

Medical Office Practice II
BUS 192X

Prerequisites: Medical Office Practice, Grade 12 English.
Upon successful completion of this course the student is able to perform functions common to a medical office. Included are OHIP and WCB recordkeeping, form completion and billing as well as general bookkeeping, general ledgers, disbursements and payroll.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50
January 26 to March 31

Medical Terminology — Part I
BUS 171X

Prerequisite: Grade 12 English and typing speed of 45 wpm.
Upon successful completion of this course, the student is able to recognize (written and verbal) and explain the meaning of medical terminology as it occurs in the medical environment. Literacy is accomplished through a thorough knowledge of the formation of medical terms including suffixes, prefixes and combining forms as well as abbreviations and surgical and diagnostic terms relating to the body systems studied. An understanding of the shape, structure and function of the human body and its parts is also stressed.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50
September 29 to December 3

Medical Terminology — Part II
BUS 175X

Prerequisite: Grade 12 English and typing speed of 45 wpm.
Upon successful completion of this course, the student is able to recognize (written and verbal) and explain the meaning of medical terminology as it occurs in the medical environment. Literacy is accomplished through a thorough knowledge of the formation of medical terms including suffixes, prefixes and combining forms as well as abbreviations and surgical and diagnostic terms relating to the body systems studied. An understanding of the shape, structure and function of the human body and its parts is also stressed.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50
January 26 to March 31

Machine Transcription — Part I (Medical)
BUS 166X

Prerequisite: Grade 12 English and typing speed of 45 wpm.
This course is an introduction to machine transcription with an emphasis on applications in the medical environment. Upon successful completion of this course the student is able to exhibit proficiency in the operation of various transcription units. The development of listening skills and the ability to understand and follow dictated material as well as proofreading and editing skills is emphasized. The student also becomes familiar with common office correspondence and various medical documents.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50
September 22 to November 26

Machine Transcription — Part II (Medical)
BUS 170X

Prerequisite: Grade 12 English, 45 wpm typing, BUS 166X.
Upon successful completion of this course the student is able to exhibit proficiency in all areas of machine transcription including transcription (continuous typing), proofreading, editing and the use of medical terminology in a variety of documents common to the medical environment.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50
January 26 to March 31

Legal Office Procedures
BUS 816

Prerequisite: Experience as a secretary.
Become a more efficient assistant to a solicitor by learning to handle simple real estate transactions on your own, including purchase, sale and institutional mortgages. As you become more familiar with the procedures, you learn to recognize the next step in the process without prompting. Start and maintain a precedent binder and a checklist of transaction procedures. You are encouraged to use your firm's forms for precedents.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $104.00 Material Fee: $10.00
September 30 to December 2

The Legal Secretary — Corporate
BUS 920

Prerequisite: Experience in a legal office or legal secretary course.
Shows you how to handle the administrative details of incorporating in Ontario and the subsequent organizing of the company. Topics include: documents required to incorporate, drafting articles of incorporation, initial banking documents, agreement between shareholders, how to remove directors, and how to register out-of-province companies.

Mon. 6 to 9 p.m. St. James Campus
12 hours Fee: $44.00 Material Fee: $20.00
October 19 to November 9

Legal Secretary — Estates
BUS 921

Prerequisite: Experience in a legal office or legal secretary course.
Prepares you to act autonomously in dealing with the probate or administration of a straight-forward undisputed estate settlement. Topics include: terminology, the secretary's role in completing estates, completing and filing documents, definition of administration bond, liquidating or transferring estate assets, and winding up an estate.

Wed. 6 to 9 p.m. St. James Campus
12 hours Fee: $44.00 Materials: $20.00
September 23 to October 14

EMPLOYERS...

Do you have special personal computer (IBM or IBM compatible) needs? We provide tailored, hands-on computer courses designed for your employee needs.

For further information, telephone 967-1212, Ext. 3292.

Ontario management development program
designed for

OWNERS, MANAGERS, SUPERVISORS & ENTREPRENEURS

REGISTRATION DEADLINE: SEPTEMBER 21, 1987

Ontario Management Development Program (OMDP) courses:

- help you meet your career goals by providing you with management training you need to run your business successfully.
- assist you in starting your own small business.
- offer provincial OMDP Certificates, issued by the Ministry of Skills Development, to recognize your achievement on completion of basic programs.

Coordinated by the Ministry of Skills Development in cooperation with Ontario's community colleges, OMDP courses are designed by business and industry professionals, including the Federal Business Development Bank. Course leaders are practical, well-qualified business persons, educators or consultants who are familiar with the day-to-day problems faced as managers, supervisors and owners. Register in one or more courses in the same term and select the courses in the sequence outlined below.
For more information, please call 967-1212, ext. 3289, 3290, 3291.

Note: There is an additional cost for text and study material required for each Ontario management Development Course. Most of these items can be purchased at the College bookstore and are required for your first class.
For the following courses, OMDP 900; OMDP 955; OMDP 956; OMDP 957; course kits are included in the materials fee and will be distributed in class. This portion of the materials fee is non-refundable.

Business Management Studies

Satisfactory completion of six courses, four of which are mandatory from two of the groups "A" to "E". The remaining two courses may be drawn from groups "A" to "F", or from non-OMDP, College-approved related courses.

Group A: Business Management/General

OMDP 922 Management for Results
OMDP 930 Management by Objectives and Results
OMDP 931 Successful Small Business Management (Fall and Spring)

Group B: Financial Control

OMDP 902A Ontario Business Law I
OMDP 902B Ontario Business Law II (Winter only)

Group C: Marketing

OMDP 923 The ABCs of Selling
OMDP 948 How to Operate a Successful Retail Store (Fall and Winter)
OMDP 933 Managing the Marketing Function
OMDP 934 Planning Profitable Advertising (Fall)
OMDP 935 Marketing Your Product (Winter and Spring)
OMDP 936 Marketing for Small Business

Group D: Production

OMDP 940 Effective Supervision — Production
OMDP 908 Effective Supervision — Administration

Group E: Personnel Management and Labour Relations

OMDP 907 Effective Supervision — Human Relations
OMDP 912 Management Skills in Personnel Selection (Fall and Winter)
OMDP 906 People Management: Tools & Techniques (Fall and Spring)
OMDP 941 Effective Labour Relations (Winter)
OMDP 942 Effective Supervision — Communications (Fall and Spring)

Group F: Electives

OMDP 914 How to Start a Small Business
OMDP 900 Management Functions for Supervisors (Winter and Spring)
OMDP 953 Bookkeeping

Supervisory Studies

Satisfactory completion of six courses, two of which are from group A, one from group B, and one from group C. The remaining two may be OMDP or non-OMDP courses provided they offer training or education in the supervisory function.

Group A: Human Resources

OMDP 907 Effective Supervision — Human Relations
OMDP 942 Effective Supervision — Communications (Fall and Spring)
OMDP 900 Management Functions for Supervisors (Winter and Spring)
OMDP 953 Bookkeeping
OMDP 954 Effective Communication in Today's Business World (Fall and Spring)
OMDP 957 The Supervisor — Managing Resources
OMDP 955 The Supervisor — Training and Developing Staff
OMDP 956 Leadership (Winter and Spring)

Group B: Work-Related

OMDP 940 Effective Supervision — Production
OMDP 908 Effective Supervision — Administration

Group C: Electives

OMDP 922 Management For Results
OMDP 930 Management By Objectives & Results
OMDP 906 People Management Tools & Techniques (Fall and Spring)
OMDP 941 Effective Labour Relations (Winter)

Ontario Management Development Program

Certificate in Business Management Studies

Management Functions for Supervisors OMDP 900

An introduction to the management process, budgeting and interviewing. Other topics include: the role of the supervisor, time management, decision making, allocating human resources, meeting management, performance appraisals, women as supervisors, and supervising women. **NOTE:** Course kit is included in the materials fee and will be distributed in your first class. **This portion of the materials fee is non-refundable.** There is an additional cost for a text required for this course which can be purchased at the College bookstore and is required for your first class.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $25.00 plus purchase of text.
January 21 to March 24
April 21 to June 23

Ontario Business Law I OMDP 902A

For course description, see page 5.

People Management: Tools and Techniques OMDP 906

Learn to deal more effectively with the people in your organization. Topics covered include: an overview, organization planning, motivation, selection of personnel, induction and training, performance and appraisal, compensation, industrial relations, communication, and constructing an effective working environment. **Note:** There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
September 24 to November 26
April 21 to June 23

Effective Supervision — Human Relations OMDP 907

For course description, see page 7.

Effective Supervision in Administration OMDP 908

How to become a more decisive and effective supervisor. Learn how to evaluate employee performance and when to take corrective action to remedy problems. Apply the techniques of flowcharting and layout analysis to improve administration.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
September 23 to November 25
January 20 to March 23
April 20 to June 22

Management Skills in Personnel Selection OMDP 912

How to go about selecting the right employees for your needs. Learn to plan your manpower needs, from the number of employees required to their specific duties. Topics include: recruitment, selection, announcement of the position, the application form, screening methods, the interview, and a viewing of the film "The Employee Turnover Syndrome."
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee; $37.50 Materials: $5.00 plus purchase of course kit and text.
September 22 to December 1
January 19 to March 22

How to Start a Small Business OMDP 914

A complete how-to course, from establishing your business to running it profitably. Topics include: legal business forms, start-up costs, finding financing, marketing, staffing, purchasing, inventory control, financial statements, financial control and government regulations.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Mon. or Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
September 21 or 24 to November 30 or 26
January 18 or 21 to March 21 or 24
April 18 or 21 to June 27 or 23

Management for Results OMDP 922

Improve managerial skills through an understanding of the process of delegation and the concepts of job enrichment and management by objectives.
Note: It is recommended that this be the final course for the Business Management Certificate.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
September 23 to November 25
January 20 to March 23
April 20 to June 22

The ABCs of Selling OMDP 923

Become a more professional salesperson by gaining a better understanding of your customers' needs. Topics include: know your competition, research product information, when and how to close the sale, successful product demonstration, and the value of using sources of justification.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
September 22 to November 24
January 19 to March 22
April 19 to June 21

Management by Objectives and Results OMDP 930

Through practical activities, gain an understanding of the principles of management by objectives and learn to apply the techniques to your business.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
September 21 to November 30
January 18 to March 21
April 18 to June 27

Successful Small Business Management — Introductory Level OMDP 931

Improve your managerial skills through a study of such topics as: decision making, problem solving, developing a good staff, getting the message across, control, and managing for healthy growth.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
September 24 to November 26
April 21 to June 23

Managing the Marketing Function
OMDP 933

Introduces and explains the marketing function. Topics include: the marketing environment, consumer behaviour, marketing and forecasting, and the importance of the customer.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
September 21 to November 30
January 18 to March 21
April 18 to June 27

Planning Profitable Advertising
OMDP 934

Familiarizes the non-professional advertiser with the advertising process in lieu of agency services. Actual promotions and ideas are studied to learn from successful advertisers.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
September 21 to November 30

Marketing Your Product
OMDP 935

Learn how a clear marketing strategy can increase business profits. Topics include: product management, developing brand images, choosing and developing your product, distribution, and consumer behaviour.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
January 19 to March 22
April 19 to June 21

Marketing for Small Business
OMDP 936

This introductory course on basic marketing is designed for people with little or no background in marketing. Learn to apply the basic tools of marketing to a small- or medium-sized business.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
September 24 to November 26
January 21 to March 24
April 21 to June 23

Effective Supervision — Production
OMDP 940

For supervisors, aspiring supervisors and forepeople in a production or manufacturing industry. Topics include: the role of the supervisor, principles of effective supervision, employee motivation, planning, developing and implementing a daily work schedule, setting objectives, measuring results and efficiency.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
September 21 to November 30
January 18 to March 21
April 18 to June 27

Effective Supervision — Communications
OMDP 942

Assists supervisors and management personnel in improving verbal and written communication techniques. Topics include: learning to listen, barriers to communication, common problems, and the meaning of communication.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
September 23 to November 25
April 20 to June 22

How to Operate a Successful Retail Store
OMDP 948

Designed to help you become a better retailer and turn your plans into reality and profits. Topics include: managing price changes, pricing and profit, controlling your inventory, and designing your store for maximum sales.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
September 23 to November 25
January 20 to March 23

Bookkeeping
OMDP 953

An introduction to basic bookkeeping that shows how accounting can help to manage a small business effectively. This course is not equivalent to BOK 552X.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Sat. 9 a.m. to noon St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
September 26 to December 5
January 23 to March 26
April 23 to July 9

Effective Communication in Today's Business World
OMDP 954

For administrators, managers and supervisors who want to improve their interpersonal communication skills. Topics include: negotiating and dealing with the individual, speaking out, communication for results, leadership training, using task groups to solve problems, handling conflicts, creativity and brainstorming.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Sat. 9 a.m. to 3 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
See equivalency for TCI, page 10.
September 26 to November 7
April 23 to June 4

The Supervisor — Training and Developing Staff
OMDP 955

Techniques for supervisors on how to train and develop staff. Topics include: setting standards, evaluating performance, counselling employees, how to run a better meeting, decision making techniques, and training in job skills.
Note: Course kit is included in the materials fee and will be distributed in your first class. **This portion of the materials fee is non-refundable.** There is an additional cost for a text required for this course which can be purchased at the College bookstore and is required for your first class.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $25.00 plus purchase of text.
September 21 to November 30
January 18 to March 21
April 18 to June 27

Leadership
OMDP 956

Designed to further develop the supervisor's role as a leader. Topics include: job enrichment, leadership styles and characteristics, styles of handling conflicts, developing and maintaining morale, motivation through achievement, and developing communication skills.
Note: Course kit is included in the materials fee and will be distributed in your first class. **This portion of the materials fee is non-refundable.** There is an additional cost for a text required for this course which can be purchased at the College bookstore and is required for your first class.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $25.00 plus purchase of text.
January 18 to March 21
April 18 to June 27

The Supervisor — Managing Resources
OMDP 957

Supervisors learn to use the resources available to them. Topics include: improving productivity, managing the workload, setting goals, planning, organizing and leading, coordinating and controlling, managing physical resources, training and instructing employees, and the role of the supervisor.
Note: Course kit is included in the materials fee and will be distributed in your first class. **This portion of the materials fee is non-refundable.** There is an additional cost for a text required for this course which can be purchased at the College bookstore and is required for your first class.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $25.00 plus purchase of text.
September 22 to November 24
January 19 to March 22
April 19 to June 21

College Preparation

Academic Upgrading

These courses are designed to upgrade a student's academic standing for self-development, career improvement or entry into apprenticeship, vocational training and two-year diploma programs offered at colleges of applied arts and technology.

English

Pre-Upgrading
ENG 930

A preparatory class for students who do not meet the requirements of ENG 906. The emphasis is on developing reading and writing skills. Instruction is individualized although group instruction is also offered.

Tues. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
September 8 to January 5

English Upgrading 8
ENG 906

Prerequisite: Grade 7 English or equivalent.
A basic course emphasizing grammar, usage, spelling, vocabulary, reading and compositional skills. For students who have been out of school for a number of years, this course is an excellent means of refreshing basic language skills and preparing for more advanced courses in English upgrading. Instruction is individualized although group instruction is also offered.

Tues. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
September 8 to January 5

English Upgrading 9
ENG 907

Prerequisite: ENG 906 or equivalent.
Detailed study of grammar and usage with practical writing assignments each class. Topics include: punctuation, spelling, reading and vocabulary development. Both group and individual instruction are used.

Tues. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
September 8 to January 5

English Upgrading 10
ENG 908

Prerequisite: ENG 907 or equivalent.
A brief review of grammar and punctuation as required. Emphasis is on developing vocabulary and reading and writing skills. Students learn descriptive, expository and narrative writing and prepare short reports and introductory business letters.

Tues. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
September 8 to January 5

English Upgrading 11
ENG 909

Prerequisite: Grade 10 English or ENG 908.
Students improve their reading rate, comprehension and vocabulary. Topics include: principles of discussion and debate; detailed analysis of short stories, poetry and short plays from twentieth century literature, origin of the English language, factors that cause a language to change and standards of usage.

Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
September 9 to December 7

English Upgrading 12
ENG 910

Prerequisite: Grade 11 English or ENG 909.
Students learn to assess their own work using the techniques of various writers as guidelines. Listening and oral skills are developed through debates, presentations and simulated meetings. A detailed analysis of representative twentieth century writers focuses on drama and novels.

Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
September 9 to December 7

Mathematics and Science

Mathematics Upgrading 8
MATH 906

Prerequisite: Grade 7 mathematics or equivalent.
A placement test is given to determine exact starting point.
An introduction to basic mathematics. Topics include: whole numbers, fractions, decimals, per cent, ratio and proportion. Individualized instruction with some group teaching.

Note: This class may be combined with MATH 907 and MATH 908.

Thurs. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
September 10 to January 7

Mathematics Upgrading 9
MATH 907

Prerequisite: Grade 8 mathematics or equivalent.
A placement test is given.
Review of mathematics fundamentals and an introduction to basic algebra. Topics include: linear equations, formulae, inequalities and the solution of word problems using algebraic equations. Individualized instruction with some group teaching.

Note: This class may be combined with MATH 906 and MATH 908.

Thurs. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
September 10 to January 7

Mathematics Upgrading 10
MATH 908

Prerequisite: MATH 907 or equivalent.
A placement test is given.
After a brief review of MATH 907, students are introduced to products and factoring, solving equations with two variables, graphing, equations involving algebraic fractions and some work with quadratic equations.

Note: This class may be combined with MATH 906 and MATH 907.

Thurs. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
September 10 to January 7

Mathematics Upgrading 11

MATH 909

Prerequisite: Grade 10 mathematics or MATH 908.
Begin with a brief review of basic arithmetical skills and grade 10 algebra then learn to solve different types of equations. Topics include: problem solving, graphing linear and quadratic functions, solving right triangles and developing calculator skills.

Note: This class may be combined with MATH 910.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
September 8 to December 1

Mathematics Upgrading 12

MATH 910

Prerequisite: Grade 11 mathematics or MATH 909.
Expand on skills developed in MATH 909 and learn to solve additional types of equations and inequalities. Topics include: solving linear and non-linear equations; quadratic, radical, exponential and logarithmic equations; relations and functions and how to graph them; sequences and series; solving oblique triangles; basic trigonometry and advanced calculator skills.

Note: This class may be combined with MATH 909.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
September 8 to December 1

Physics

PHY 900

Prerequisite: Grade 10 science and grade 11 mathematics.
Study mechanics, heat and electricity at the grade 11 or 12 level.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
September 8 to December 1

Biology

BIO 900

Prerequisite: Grade 10 science.
Covers the structure and function of the various body systems, human anatomy and physiology at the grade 11 or 12 level. Laboratory work is involved.

Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
September 9 to December 7

How to reach us:
947-9914

Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Chemistry

CHEM 900

Prerequisite: Grade 10 science.
Introductory college chemistry at the grade 11 or 12 level. Includes work in the laboratory.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
September 8 to December 1

Pre-Technology

For mature students who do not have the prerequisites to enrol in a technology program, the general education received in these courses provides them with a reasonable expectation of success in their chosen program. Classes are held during the day and the courses are 30 weeks long. Students wishing to enrol in individual classes must enquire about the scheduled times and fees by phoning 967-1212, ext. 2481.

Pre-Technology

PT 700

Mon. to Fri. 8 a.m. to 3 p.m. Casa Loma Campus
2 Semesters
September 8 to December 18 (Semester I)
January 4 to April 22 (Semester II)

Computer Studies

PRGM 720

An introduction to computers and computing as well as the solving of technological problems. Topics include: approaches to problem solving, the BASIC language, flowcharts, plus writing, running and debugging programs.

90 hours (Semester I and II)

Pre-Technology Mathematics

MATH 740
MATH 750

A review of basic mathematics. Topics include: whole numbers, fractions, decimals, signed numbers, order of operations, powers and roots, algebra, percentage, ratio and proportion, formula manipulation, graphs, SI system of units, trigonometry and mensuration.

150 hours (Semester I and II)

Drafting

DR 704
DR 705

An introduction to drawing practices and the use of drafting instruments. Topics include: lettering, linework, applied geometry, orthographic projection, oblique and isometric drawings, freehand sketching, conventions and symbols, sections, dimensioning practices, detail and assembly drawings and an introduction to architectural and electrical drawings.

90 hours (Semester I and II)

Introductory Electricity

EL 714

An introduction to the nature of electricity and the basic structure of matter. Topics include: static electricity, resistors, Ohm's Law, DC measuring instruments and their use, simple DC circuits, series-parallel circuits, Kirchoff's Laws, conductors, chemical cells, work, power, energy, line losses and efficiency, magnetism and electromagnetism.

45 hours (Semester I)

Introductory Electronics

ELTC 722

Begins with a review of the atomic elements. Further topics include: structure and charges, conductors, insulators, semiconductors, circuit components, DC bridges, meter applications, diode rectifier, basic transistor operation, thermoelectric and photoelectric devices, timers and on-off switching devices.

45 hours (Semester II)

Introductory Chemistry

CHEM 714

Study the fundamental composition of matter and its different states. Topics include: the periodic table, symbols, valences, mixtures, solutions, bonding, chemical formulae, acids, bases, pH, oxidation-reduction and organic chemistry.

45 hours (Semester I)

Introductory Physics

PHY 711

A study of the nature of heat, light and sound. Topics include: the effects of heat, temperature scales, specific heat, latent heat, heat of combustion and the expansion of solids and liquids.

45 hours (Semester II)

Introduction to Engineering Science

SC 700

A study of mechanics, the strength of materials and fluids. Mechanics topics include: displacement, velocity, acceleration, work, energy, power and force systems. A discussion of the strengths of materials includes: tensile and compression stresses, shear force, shear stresses and bending moments. Topics associated with fluids include: hydrostatic pressure, Archimedes' Principle, fluid control, friction and machines.

60 hours (Semester II)

English "A" Language Development

ENG 720

A review and application of basic grammar, punctuation, sentence and paragraph structure to ensure the student has mastered their usage. Class assignments develop the student's vocabulary and essay writing abilities.

75 hours (Semester I)

English "B" Applied Communications

ENG 721

This review of the basic theory of communications emphasizes reading comprehension exercises and the development of effective oral and verbal skills. Learn to prepare letters, memos and other types of business communications.

75 hours (Semester II)

Liberal Studies Life Skills/Human Relations

HR 701

Develop skills that will help you achieve your full potential and accomplish your personal goals. Let this introductory course in practical life skills psychology teach you positive techniques that help you deal with many day-to-day problems.

60 hours (Semester I and II)

Machine Shop Practice

MACH 707

Learn the theory of metal cutting and the principles of machining operations. Metal cutting topics include: speeds and feeds, cutting fluids, drill sharpening, drill sizes and numbering systems. The discussion of machining covers: construction of machines, capacity of machines, economics and accuracy of machines, machining simple parts, measuring and layout, benchwork and a student project.

60 hours (Semester I)

Pre-Health Science Program

For people who want to enter a post-secondary health program but lack the prerequisites, this program helps prepare them for admission. Specially designed courses provide a background in basic sciences, English, mathematics and social sciences. This course runs for 16 weeks, 28 hours per week from 0800 hours-1600 hours with intakes in September and January. Classes are held at St. James Campus and are available for both part-time and full-time study. Selected courses are offered in the evening (see BIO 700X, CHEM 700X, MATH 700X). Evening courses are also available which are equivalent to Pre-Health English. For additional information, please call 967-1212, ext. 3379 or 3380.

Courses:
Biology 700, 80 hours, human biology
Chemistry 700, 48 hours, chemistry as applied to biology
Physics 700, 64 hours, physics for health sciences
Mathematics 700, 80 hours, basic and applied skills
English 700, 80 hours, basic English skills
Sociology 700, 64 hours, introduction to social science
Human Relations 700, 32 hours, study habits, communication, group dynamics

Fees (subject to change):

Full-time:
Tuition fee: $310.00
Confirmation fee: $50.00
(non-refundable) (deducted from $310.00)

Part-time:
The program may be taken on a part-time basis. Fees will depend on the hours of instruction.

Textbooks: Approx. $120.00

Graduates:
Graduates of Pre-Health who wish to enter full-time programs in the Health Sciences Division must apply through the normal selection process.

Biology for Health Sciences

BIO 700X

Introduction to human biology and physiology in preparation for entrance into Nursing and Dental programs. This course is the equivalent of BIO 700 (see Pre-Health Science program).

Mon. and Wed. 7 to 10 p.m.
St. James Campus
65 hours Fee: $81.25
September 21 to December 2

Chemistry for Health Sciences

CHEM 700X

Basic chemical principles required for life sciences with applications to biology. This course is the equivalent of CHEM 700 (see Pre-Health Science program).

Tues. 7 to 10 p.m. St. James Campus
45 hours Fee: $56.25
September 8 to December 15

Mathematics of Finance

MATH 115X

This course covers the following topics: compound interest; ordinary simple annuities; other simple annuities; general annuities; sinking funds; bonds; and depreciation depletion and capitalization.

Tues. and Thurs. 7 to 9 p.m.
60 hours Fee: $75.00
September 8 to December 17

Pre-health Mathematics

MATH 700X

This course is a review of basic mathematics leading to competence in the type of calculations used in post-secondary, health-related programs.

Tues. and Thurs. 7 to 9 p.m. St. James Campus
65 hours Fee: $75.00
September 22 to December 3

A New Upgrading opportunity at no cost to you

George Brown College, in conjunction with the Ministry of Skills Development, offers a new approach to upgrading for skills training courses or successful employment. Personal assessment, diagnostic testing, and counselling will assist us in developing an individual, realistic upgrading program in mathematics, English, science, computer literacy, and hands-on skills to enable you to progress to your goals. A personal profile of competencies achieved will be provided to each student at the end of the program.

This progam is designed primarily for adults 25 or older. All levels of upgrading are offered from basic literacy and numeracy through equivalent grade 12 subjects.

Some assistance for disadvantaged persons may be available to assist with daycare support, transportation, and accommodation when it is indicated by a needs assessment.

Courses start each Monday at no cost to you.

To book your appointment, call 967-1212, ext. 2460, 2461 or 2462.

Certificate in Communications

NEW

This certificate is designed to meet the ever-growing demand for good communication skills, both oral and written.
Students who have satisfactorily completed each course will receive a grade report and, on completion of six courses, will receive a certificate in Communications. Courses selected from the Creative Writing Certificate program may be used as credits for this certificate with the approval of the department.
To register your interest in this certificate or for more information, please phone 967-1212, ext. 3272.

Speaking with Confidence

ELS 809

When you are called on "to say a few words" to a social or a business group, do swarms of butterflies fill the pit of your stomach? And is that fluttering panic you feel holding you back in your private and business life?
Speaking with Confidence teaches you to make those swarms of butterflies fly in formation; to turn panic into poise.
You will learn to deliver reports and to give presentations with visual aids; to introduce guest speakers; to give a presentation and an acceptance speech.
Instructor: Hugh Thomson, writer, editor, public speaker.

Mon. 7 to 10 p.m. St. James Campus
36 hours Fee: $45.00
September 21 to December 14

Bare Essentials

ENG 933

This course offers the "essentials" of writing skills for the student who is not quite ready for business, technical or creative writing courses. Basic rules of grammar, extensive practice in writing, punctuation, spelling and some speaking skills are included.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
September 15 to December 15

Wordplay: Enlarging Your Vocabulary

ELS 823

Are you often at a loss for words? This course teaches you how to improve your vocabulary and build your self-confidence in language use.
Wordplay's workshop environment is supportive and non-intimidating. Words are explored through contemporary methods such as role-playing, visualization, and guided conversational exercises. Audio/visual aids are employed. Students work from a dictionary, Roget's Thesaurus and a text designed to increase vocabulary.

Thurs. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $45.00
September 17 to December 3

The following four courses, COMM 901, COMM 902, ELS 903 and ELS 909 are equivalent to courses offered in George Brown College post-secondary diploma programs. Students planning to take one or more of these courses for full-time credit should consult with the Chairperson of English and Liberal Studies or a designated coordinator.

Communications I

COMM 901

Prerequisite: Grade 12 English or equivalent.
This course covers study skills, essential grammar and punctuation skills, organizing ideas effectively in paragraph and short essay forms, proofreading techniques, research skills, introductory report writing and short oral presentations.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
September 15 to December 15

Communications II — Business & Technical Writing

COMM 902

This course takes the student through a step-by-step process of writing either a business or technical report, including research, organization, outlining, bibliography, how to begin, sectioning, revision, and summary/abstract. Emphasis at the beginning includes basic rules of technical writing, grammar and layout. By taking one step at a time, the student produces a polished, well-researched "professional report" by the end of the course. Various business letter situations are covered as well.

Mon. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
September 14 to December 21

ELS 903 and ELS 909, if successfully completed, permit CGA candidates to meet the CGA Business Communications requirement. A diagnostic test is written the first evening of ELS 903. Students lacking the necessary language skills for formal report writing are advised to first complete ENG 933 — Bare Essentials.

Written Business Communication

ELS 903

Prerequisite: Grade 12 or equivalent.
This course provides the student with a solid foundation in written business communication. Instruction is given on appropriate format and technique in writing memoranda, business letters, policy and procedure manuals, and informal and formal reports, including the financial report. Emphasis will be placed on planning, organizing and writing the message effectively.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
September 15 to December 15

Oral Business Communications

ELS 909

Oral Business Communications helps you to shape your ideas and communicate them clearly and persuasively. It adds strength, depth and colour to your speech. Your skill in talking determines whether your ideas produce results, your business flourishes and your career advances.
This course helps you to succeed in all speaking situations: in meetings, in interviews, on the phone, in small and in large groups.
Instructor: Hugh Thomson, writer, editor, public speaker.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
January 12 to April 12

Report Writing for Positive Results

ENG 805

Prerequisite: Grade 12 or equivalent.
Designed for personal career satisfaction, this course provides intensive training in techniques of persuasive report writing and related oral presentations of matching effectiveness. Practical individual activities and group discussions are geared to managerial, occupational, social and recreational needs.

Wed. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $45.00
September 23 to December 9

The course "Writing for Clarity and Impact" — ELS 901, described in the Creative Writing section, may count as well toward the Certificate in Communications.

Writing that Works: Strengthen Your Skills for Work-Related Writing

ENG 803

Do you wish you could rewrite your memos and letters? Write them better? Write them with more impact?
In this "before and after" workshop, you do guided rewriting exercises to convert ordinary memos into extraordinary communications. You also practise skills to strengthen your style, deliver clear messages and get the results you want from your readers.
Instructor: Marlene Webber, journalist and teacher of in-house writing courses in business and human service settings.

Wed. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $45.00
September 23 to December 9

Other Communications Courses

Developing an Effective Newsletter

CES 818

For those who edit, write and produce small publications for companies, service groups, clubs and other organizations. In the first part of the course, writing and editing are emphasized. Other topics include setting publication goals, developing stories, interviewing, design principles, picture editing, layout techniques, production methods and dealing with suppliers.
Instructor: Roberta Resnick (APR, ABC) has a Bachelor of Science degree in journalism and 30 years' experience in communications, public relations and consumer services with multi-national companies in the U.S. and Canada.

Wed. 6:30 to 9:30 p.m. St. James Campus
18 hours Fee: $55.00
September 16 to October 21

Assertiveness Training

For course description, see page 42.

Gain Confidence, Overcome Shyness

For course description, see page 42.

Developing Effective Presentation Skills

For course description, see page 42.

Certificate in Creative Writing

NEW

The courses leading to this certificate are designed to stimulate, refine, and diversify participants' writing activity.
After the satisfactory completion of each course, students will receive a grade report and, on completion of six courses, will receive a certificate in Creative Writing.
These courses may be used to fulfill elective requirements in the General Arts and Science Diploma Program.
To register your interest in this certificate or for more information, please phone 967-1212, ext. 3272.

Writing for Clarity and Impact

ELS 901

This is a course designed for the student who wishes to write clearly and precisely in any situation — business, social, academic, political and journalistic. This is a nuts and bolts course in which language usage and style are examined critically. Students are required to write and review their work.

Tues. 6 to 9 p.m. St. James Campus
36 hours Fee: $45.00
September 22 to December 8

Journalism: Springboard to a Career

ENG 934

News is anything that interests people. Nevertheless, it can be recognized and written only by those with "a nose for news" and a knowledge of how to write it for each of the media — the press, TV and radio.
This course develops that news-sense and those writing styles for general reporting and for the specialized covering of sports, entertainment, business, politics, science, education, religion, etc. If you're not interested in a journalistic career, this course will sharpen your observation and enjoyment of the daily news, in print and on the air, because you'll be an insider, someone "in-the-know."
The instructor is a former CBC radio interviewer, Toronto Star columnist and Globe and Mail editor.

Wed. 7 to 10 p.m. St. James Campus
36 hours Fee: $45.00
September 17 to December 3

Writing for Fun and Profit

ENG 919

Today, with magazines laying off staff writers to cut costs, editors are seeking, as never before, contributions from freelance writers. So why not try writing feature articles or interview stories? Why not submit fillers, lyric poetry, light verse or travel articles? Or stories for children as well as stories for adults? Or humorous features or opinion pieces on lively current issues?
This course is for those eager to give freelance magazine writing a solid, educated try under the guidance of a professional writer and former editor of the Globe and Mail.
Instructor: Hugh Thomson

Thurs. 7 to 10 p.m. St. James Campus
36 hours Fee: $45.00
September 17 to December 3

Creating Short Stories

ENG 801

The short story is enjoying a revival. This class/workshop explores the fundamentals of short story technique and structure, plotting, dialogue, characterization, tone and setting and offers an introduction to experimental writing. Guided by published author Nancy Kilpatrick, students create a short story in class as well as present works-in-progress for support and constructive feedback.

Thurs. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $45.00
September 17 to December 3

Writing Mysteries

ELS 827

Are you dying to write a mystery? This course explores the theory and structure of mystery writing and develops stylistic techniques in a workshop situation. Each student writes either a short story or two chapters and an outline of a novel during the course and receives editing advice from the instructor (a published mystery writer) and from other students.
Instructor: Elaine Matlow.

Thurs. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $45.00
September 17 to December 3

Poetry Workshop

ELS 902

This course provides an ongoing workshop approach to creative writing, emphasizing a collective critique by peers of submitted material. The instructor provides direction and focus during the session, as well as an overall strategy of development. The course facilitates in-class improvement of writing skills.
Students in this course bring established habits or patterns of writing and a commitment to developing their own material. The emphasis is on poetry, with particular attention to modern forms.
Instructor: Christopher Dewdney.

Mon. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $45.00
September 21 to December 7

Writing for the Theatre

ELS 822

'Such stuff as dreams are made on'
(William Shakespeare)
Nika Rylski, author of television, radio and stage plays, provides an opportunity for students to write and evaluate either a one-act play or one act of a full-length play. Students begin by reading and analyzing a play before exploring all facets of playwriting through the process of creation of a script of their own. The course includes the viewing and analysis of a live theatrical production.

Tues. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $45.00
September 22 to December 8

Write Your Own Screenplay

ENG 913

You have a great idea for a screenplay, but you don't know where to start?
There are definite structural stages a writer works through in fleshing out and dramatizing an idea — and this course leads the student step-by-step through those stages. Each student writes an outline of a full-length screenplay and the first 30 pages of a script based on that outline. In addition, marketing information and advice will be provided by the instructor, Nika Rylski, a scriptwriter with over 30 TV, film and radio credits to her name.

Thurs. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $45.00
September 17 to December 3

Writing for Children

ENG 804

Children's books are *magical.*
Increasing numbers of people want to be part of the surge in children's literature in this country, to create that special book which young readers will always remember. In this course, presented by the staff of the Children's Book Centre, students meet established writers, illustrators, editors and publishers. They learn about the children's literary marketplace and publishing industry, and receive practical suggestions about how to approach a publisher. In addition, they have an opportunity to explore their motivation in writing for children and, through extensive workshop experience, to hone their writing skills. At the first class meeting, materials will be available for which the fee is $10.00.
Students register at St. James Campus. Classes meet at the Children's Book Centre, 229 College St.

Tues. 6:30 to 9:30 p.m.
Children's Book Centre, 229 College St.
30 hours Fee: $37.50
September 22 to November 24

Romance Writers' Workshop

ELS 812

Prerequisite: Ability to write creatively.
Every month, more than 140 romance novels hit the stands. Publishers are eager to find reliable new talent to meet their publishing requirements. Despite the opportunities for romance writers, rejects are high because aspiring writers are unaware of what the publishers want. Let Nancy Roher, editor of Harlequin books, help you to break into the romance fiction market. She helps you to understand the market, and identifies your style and gets you started on your next romance.

Mon. 6:30 to 9:30 p.m. St. James Campus
24 hours Fee: $30.00
September 21 to November 16

Advanced Romance Writing

ELS 818

Prerequisite: Romance Writers Workshop
This course is designed for the serious romance writer who has already written introductory chapters of a romance novel. The course guides the student to successful completion of a novel. Advanced Romance Writing gives intensive editorial assistance for in-process work. The class is restricted to 12 to 15 students to ensure maximum contact between instructor/editor and student. Individuals learn through interaction with other writers to overcome problems that all writers share.
Instructor: Clair Ablitt

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50
September 21 to November 30

Seminars

For course descriptions see page 49.

Certificate Program in Teaching and Training Adults

NEW

This program is designed for teachers or those intending to teach on a full-time or part-time basis in community colleges, business colleges or institutes, and trainers in business, industry, government, non-profit organizations and health care facilities. It will offer appropriate theoretical instruction, but the primary program emphasis will be on practical application.
The program consists of two core courses covering essentials that are relevant to all participants and short intensive elective workshops geared towards the particular needs of participants, eg., health care professionals, business trainers, college instructors. As well, some electives offer a more in-depth examination of core units with topics selected to satisfy participant's own interest, eg., Independent Self-Directed Learning, Training Volunteers and Organizing Workshops and Seminars.
The program is taught by a team of skilled practitioners from colleges, business and industry led by Helen Angus, an experienced leader of workshops and seminars on instructional techniques.
For general counselling or registration information call 967-1212, ext. 3239 or 3241.

Compulsory:
- Introduction to Teaching and Training Adults: Planning and Preparation Skills
- Instructional Techniques

Electives:
- Learning Styles and Teaching Strategies
- Blocks to the Learning Process
- Advanced Audio-Visual Aids
- Interpersonal Communication
- "Exceptional" Students
- Learning and Studying Skills
- Independent Self-Directed Learning
- Training in Business and Industry
- Action Training Techniques
- Advanced Microteaching
- Clinical Supervision for Health Science Instructors
- Multiculturalism
- Organizing Workshops and Seminars
- Training Volunteers

Introduction to Teaching and Training Adults

CES 880

An intensive introductory course focusing on planning and preparation skills. This interactive course is conducted by a team of teaching and training professionals and includes an opportunity for all students to participate in a practice teaching session. Topics covered include: characteristics of adult learners, characteristics of good instructors, course planning (assessing needs, sequence of learning, evaluation), lesson preparation, objective setting and evaluation of learning.

Wed. 7 to 9:30 p.m. St. James Campus
30 hours Fee: $145.00
September 30 to December 16

Instructional Techniques

CES 877

An overview and comparison of different teaching methods including: lecture format, demonstrations, self-directed independent learning, seminars, projects, field-work/clinical experience and interactive group techniques.
Topics covered include: managing the learning experience, motivating students, questioning techniques, positive reinforcement, task analysis, teaching concepts/theory and audio-visual instructional aids. Students plan, prepare and conduct a skill or theory session using other participants as students.

30 hours
To be offered Winter 1988

Client Services

NEW

George Brown College offers a variety of programs and services which are available to the Business and Industry Community. We can assist your company in implementing training; on the job, in your plant, at our college or any other suitable location. Existing programs may be utilized, altered to meet your needs or, if required, a new training program will be designed to meet your specifications.
For further information, please call the Client Services Unit at 967-1212, ext. 3219.

Training to Improve Communications in Multicultural Workplaces

George Brown College can offer courses that will improve communications and job effectiveness in multicultural workplaces.

Management Personnel

This 16-hour course is designed to increase the awareness and skills needed by management to effectively communicate with and supervise a multicultural work force. The course includes the impact of culture on communication and behaviour and how to prevent and deal with intercultural miscommunication at the workplace. It also looks at how to convey information and instructions to second-language speakers. Race relations issues and strategies for dealing with these issues are dealt with.

Staff

A course of appropriate duration will be set up at any workplace for staff whose first language is not English. The course is aimed at improving participants' communication with supervisors, co-workers and clients. It may include how to give instructions, how to ask for an explanation, how to relay problems to supervisors, etc. The policies and practices of the organization will also be introduced and, in order to improve communications between the different cultural groups, intercultural communication will be covered.

For more information about these courses, please call 967-1212, ext. 3219.

WANTED:
WOMEN RE-ENTERING THE WORK FORCE

If you're a woman who has been out of work for three years or longer, and have a Grade 10 educational level with a working knowledge of English, you may qualify for the

PARACARE PROGRAM

This program certifies you as a Home Support *and* Health Care Aide and includes on-the-job training and academic upgrading.

Participants will have their fees paid and receive a training allowance.

This is a full-time, 36-week program, starting in September 1987.

Applications are now being accepted. For more information about the program please call Jo or Heather at 363-2591 between 9:00 am and 4:00 pm.

Individuals on social assistance or part-time income are welcome to apply.

A Job Re-entry project sponsored by Parachute Community Employment Centre in co-operation with George Brown College Foundation and Employment and Immigration Canada.

Diploma and Certificate Programs

The Community Services Division at George Brown offers many diplomas and certificates on a part-time basis:
- Human Services Counsellor Diploma
- Child Care Worker Diploma
- Early Childhood Education Diploma
- Activation Coordinator Diploma
- Community Worker Diploma
- Human Services Management Post-Diploma Certificate
- Post-Diploma Program: Family Work
- Foster Parent Certificate
- Health Care Aide Certificate
- Educational Assistant Certificate

Program details follow.

Note: Courses leading to diplomas and certificates cannot be taken as single courses. Applicants must apply for full programs only.

Human Services Counsellor Diploma

This program is offered on a part-time basis for those unable to attend full-time. Preference is given to students already employed in the human services field or a related area.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto M5T 2T9, or by calling 967-1212, ext. 4220.
An admission interview is required. Details of registration are given to students after they are accepted into the program. Preference is given to those taking the full requirement of four courses each term, excluding field practice. The requirements for the diploma must be completed within five years.
Courses on Wednesday are offered between 1 p.m. and 8:30 p.m.

The following courses must be completed in order to obtain the diploma:
Field Practice I
Human Growth and Behaviour I
Group Process I
Introduction to Basic Research Skills
Fieldwork Seminar I — Introduction to Human Services
Theory, Methods and Practice of Counselling I
Counselling Practice Laboratory
Field Practice II
Human Growth and Behaviour II
Group Process II
Theory, Methods and Practice of Counselling II
Ethics, Values and Professionalism
Research and Independent Studies
Research Methodology
Field Work Seminar II
Sociology
Cross Cultural Comparison
Life Skills Methodology I & II

Each student is also required to take two of the three available concentration courses. In the special studies courses, only the one course related to the student's major concentration is required.

Concentration Courses:
HUS 222X Basic Studies in Addictions
HUS 224X Basic Studies in Mental Health
HUS 226 Basic Studies in Criminal Justice

Special Studies Courses:
HUS 228X Special Studies in Addictions
HUS 230X Special Studies in Mental Health
HUS 232X Special Studies in Criminal Justice

Courses offered this term:

Field Work Seminar I(a)

HUS 101X

Provides support for the beginning student and focuses on the demands of working in the field and the tasks involved.

Wed. 1 to 2 p.m. Nightingale Campus
14 hours Fee: $17.50
September 16 to December 16

Introduction to Human Services

HUS 106X

Examines the development and adaptation of institutions in response to the needs and pressures of the community. Topics covered include: federal, provincial, municipal and private levels of responsibility; the development of agencies providing education, health, welfare and other services; philosophies concerning the role of the law in controlling alcohol and drug use, and relevant legislation.

Wed. 2 to 3:30 p.m. Nightingale Campus
21 hours Fee: $26.25
September 16 to December 16

Group Process I

HUS 103X

A combination of structured activities and unstructured group experiences encourage growth in self-awareness and the development of effective communication and interpersonal skills. Subjects emphasized include: empathy, confrontation, acceptance, active listening, congruence and group awareness.

Wed. 3:30 to 5 p.m. Nightingale Campus
42 hours Fee: $52.50
September 16 to April 6

Counselling Theory and Practice I

HUS 102X

An introduction to the basic concepts of counselling followed by a study of twelve different treatment theories, including those of Rogers, Perls, Ellis, Berne, Glasser and Freud. Various practical techniques used in individual, family and small group treatment are demonstrated. Skills in assessment, planning, contracting and evaluation are emphasized through role playing and case studies.

Wed. 5:30 to 7 p.m. Nightingale Campus
42 hours Fee: $52.50
September 16 to April 6

Human Growth and Behaviour I

HUS 104X

A sequential view of the process of human growth and personality development. Develop an understanding of physical, sociocultural and emotional development throughout people's lives and the tasks
of each life stage.

Wed. 7 to 8:30 p.m. Nightingale Campus
42 hours Fee: $52.50
September 16 to April 6

Child Care Worker Diploma

This program is offered on a part-time basis to those unable to attend full-time and are currently working full-time with emotionally disturbed children or troubled adolescents.
An admission interview is required. Details of registration are available to those accepted into the program.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9.

Telephone 967-1212, ext. 4220.
The requirements for the diploma must be completed within five years.
Courses are offered on Wednesday between 3 p.m. and 10 p.m.
The following courses must be completed in order to obtain the diploma: Field Practice
Human Growth and Development
Caring for the Disturbed Child I
Therapeutic Activities
Group Process
Interviewing and Counselling
Field Practice
Childhood Psychopathology
Caring for the Disturbed Child II
Treatment Philosophies
Organizational Development
Working with Families
Values, Ethics and Professionalism
Adolescence
Adolescence Role and Identity
Integration of Theory and Practice
Introductory Psychology
Introductory Sociology

Courses offered this term:

Year 1

Human Growth and Development
CHI 161X

Examines the physical, emotional and intellectual development of the child from birth to adolescence. The emphasis is on the child's emotional growth during the first six years.

Wed. 3 to 4:30 p.m. Nightingale Campus
42 hours Fee: $52.50
September 16 to April 6

Therapeutic Activities
CHI 101X

Gain competence in programming activities through active involvement in demonstrations and seminars. The emphasis is placed on the therapeutic value of activities and their appropriateness to different age groups.

Wed. 8:30 to 10 p.m. Nightingale Campus
42 hours Fee: $52.50
September 16 to April 6

Field Work Seminar I
CHI 120X

An opportunity to share learning experiences obtained in various field work settings.

Wed. 6 to 7 p.m. Nightingale Campus
28 hours Fee: $35.00
September 16 to April 6

Introductory Psychology
CHI 111X

Readings and lectures explore some of the findings and developments in the areas of scientific methodology, perception, learning, motivation, emotion, personality and social psychology.

Wed. 7 to 8:30 p.m. Nightingale Campus
21 hours Fee: $26.25
September 16 to April 16

Also offered this term:

Year 2

Group Process CHI 172X
September 16 to April 6
Treatment Philosophies CHI 268X
September 16 to April 7
Adolescence CHI 275X
September 16 to December 16

Year 3

Child Care Methodology II CHI 262X
September 16 to April 6
Childhood Psychopathology CHI 261X
September 16 to April 6
Organizational Development CHI 278X
September 16 to December 16
Values, Ethics and Professionalism CHI 279X
September 16 to December 16
Report Writing ELS 118X
September 16 to December 16

Early Childhood Education Diploma

This program is offered on a part-time basis to those unable to attend full-time.
An admission interview is required. Details of registration are available to those accepted into the program.
Applications and information regarding this program may be obtained form Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9. Telephone 967-1212, ext. 4220.
The requirements for the diploma must be completed within five years.
Courses are offered on Tuesday and Thursday evenings.
The following courses must be completed in order to obtain the diploma:
ECE 100X Infant and Child Development
ECE 101X Health and Nutrition
ECE 103X Interpersonal Communications
ECE 104X Principles of Day Care I
ECE 105X Art Education
ECE 113X Field Practice
ECE 114X Field Practice
ECE 116X Storytelling and Literature
ECE 117X Music
ECE 118X Parent Education I
ECE 200X Human Growth and Development
ECE 201X Children with Special Needs
ECE 202X Curriculum Development
ECE 203X Planning, Management and Legislation
ECE 204X History and Philosophy
ECE 206X Family Dynamics
ECE 207X Parent Education II
ECE 208X Professional Development
ECE 212X Field Practice
ECE 213X Field Practice
ECE 215X Movement and Drama
ECE 216X Science Experience
ECE 217X Principles of Day Care II
ENG 114X Language and Communications
SOC 106X Introductory Sociology
PSY 107X Introductory Psychology

Courses offered this term:

Infant and Child Development
ECE 100X

An overview of human growth and development from birth to five years with the emphasis on the period from birth to two years. Social, emotional, physical and cognitive development are examined as both independent and interrelated processes that are affected by heredity and environment.

Tues. 6:30 to 9:30 p.m. Nightingale Campus
42 hours Fee: $52.50
September 15 to December 15

Field Practice
ECE 113X

An integral part of the program which is arranged on an individual basis with the program coordinator. Individual supervision and evaluation in selected day care settings provide an opportunity to observe and practice with infants and children.

Mon. to Fri.
160 hours Fee: $30.00

Introductory Sociology
SOC 106X

The basic concepts of sociology are examined in the context of Canadian society. The concepts of intergroup relations, class structure, culture and institutions are related to the care of children in day care settings.

Thurs. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $35.00
September 17 to December 17

FamilyWork

POST DIPLOMA PROGRAM

This post diploma program in Family Work is designed for working professionals who hold diplomas or degrees in a human service field and who are currently involved or wish to become involved in family work.

The program consists of four evening courses to be taken over a year — a total of 180 hours of instruction including 36 hours of clinical experience.

The post Diploma Program in Family Work courses will be offered as follows at the Nightingale Campus:

Semester I
September 21, 1987 to February 1, 1988
5:30 p.m. to 7:30 p.m. HSE 403
Influence on the Family
7:30 p.m. to 9:30 p.m. HSE 400
Working with Families in the Home

Semester II
February 8, 1988 to June 13, 1988
5:30 p.m. to 7:30 p.m. HSE 402
Family Counselling Practice Lab
7:30 p.m. to 9:30 p.m. HSE 401
Interviewing & Assessment

Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9 or call **(416) 967-1212, ext. 4220.**

Health and Nutrition
ECE 101X

Learn the principles of health and hygiene as they relate to infants and children in group settings. Topics include: childhood diseases, health problems, nutrition and physical care.

Tues. 6:30 to 9:30 p.m. Nightingale Campus
42 hours Fee: $52.50
September 15 to December 15

Art Education
ECE 105X

An exploration of the creative process through workshops and seminars. Examine a variety of art materials and how they can be used with young children to foster learning and self-expression.

Mon. or Thurs. 6:30 to 9:30 p.m. Nightingale Campus
42 hours Fee: $52.50
September 14 to December 21
September 17 to December 17

Field Practice
ECE 114X

Prerequisite: ECE 113X — Field Practice.
An integral part of the program which is arranged on an individual basis with the program coordinator. Individual supervision and evaluation in selected day care settings provide an opportunity to observe and practice with infants and children.

Mon. to Fri.
160 hours Fee: $30.00

Curriculum Development
ECE 202X

Integrates a theoretical framework for examining the learning process with a developmental interest, such as science, drama, etc.

Thurs. 6:30 to 9:30 p.m. Nightingale Campus
42 hours Fee: $52.50
September 17 to December 17

Field Practice
ECE 212X

Prerequisites: ECE 113X — Field Practice and ECE 114X — Field Practice.
An integral part of the program which is arranged on an individual basis with the program coordinator. Individual supervision and evaluation in selected day care settings provide an opportunity to observe and practice with infants and children.

Mon. to Fri.
160 hours Fee: $30.00

Principles of Day Care II
ECE 217X

Prerequisite: ECE 104X — Principles of Day Care I.
Further work in early childhood settings with the emphasis on studying guidance techniques currently used in early childhood education.

Tues. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $35.00
September 15 to December 15

Children with Special Needs
ECE 201X

An examination of the genetic and environmental factors that contribute to specific problems in child growth and development and how to meet the special needs of these children.

Thurs. 6:30 to 9:30 p.m. Nightingale Campus
42 hours Fee: $52.50
September 17 to December 17

Parent Education II
ECE 207X

Prerequisite: ECE 118— Parent Education I.
This parent education and interviewing course includes a study of methods of parenting and working with parents individually and in groups in an early childhood setting.

Tues. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $35.00
September 15 to December 15

Field Practice
ECE 213X

An integral part of the program which is arranged on an individual basis with the program coordinator. Individual supervision and evaluation in selected day care settings provide an opportunity to observe and practice with infants and children.

Mon. to Fri.
160 hours Fee: $30.00

Activation Coordinator/ Gerontology Diploma

This part-time program provides training for those employed or seeking employment as activity programmers in institutions or community settings. Students gain the knowledge and skills needed to care for elderly and/or handicapped people.
An admission-interview is required. Details of registration are made available to those accepted into the program.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9. Telephone M. Gaffney at 967-1212, ext. 4242.
Courses are offered Tuesday and Thursday between 2 p.m. and 9 p.m.
The following courses must be completed in order to obtain the diploma:
GERI 101X Biology of Aging
ACT 104X Activity Planning
ENG 128X Communications
ACT 105X Use of Crafts and Hobbies
SOC 172X Introductory Sociology
ACT 107X Group Process
ACT 102X Working with the Handicapped
ACT 103X Ambulation and Exercise
FLDP 101X Field Practice
FLDP 111X Field Practice
FLDW 101X Field Work Seminar
FLDW 111X Field Seminar
ACT 215X Community Resources
ACT 106X Normalization and Remotivation
PSY 116X Introduction to Gerontology
ACT 100X Growth and Development

Post-Diploma Certificate in Human Services Management

This program provides managers and supervisors in human services with a better knowledge and appreciation of their roles and responsibilities and prepares non-management staff for career advancement.

The understanding of the management process will be related to working situations. Emphasis will be placed on the acquisition of skills using both experimental and lecture formats.

Dates:

September 21, 1987 to June 20, 1988

Entry Requirements:

To be accepted into the program applicants must:

- *Have completed a post-secondary diploma-level program in the area of human services (or equivalent).*
- *Have completed a minimum of two years employment in a human services agency.*
- *Be in a supervisory or management position or be on staff at an agency and wish to prepare themselves for promotion.*

Participants must complete the required course and five electives in order to obtain the certificate.

Required:

HSE410 Management Context and Techniques

Electives:

HSE411 Structure Politics and Dynamics of the Organization
HSE413 Funding and Fund Raising
HSE415 Personnel Practices
HSE416 Board, Agency and Community Relations
HSE418 Financial Management

Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9 or (416) 967-1212, ext. 4220.

PSY 205X Psycho-Geriatrics
PDE 201X Human Relations
FLDP 103X Field Practice
FLDP 113X Field Practice
FLDW 103X Field Work Seminar
FLDW 113X Field Seminar
ACT 216X Therapeutic Programming
ACT 208X Assessment Skills
BUS 210X Organization and Management Skills
CS 200X Coordination Skills
FLDP 205X Field Practice
FLDP 215X Field Practice
FLDW 205X Field Work Seminar
FLDW 215X Field Seminar
ACT 214X Counselling Skills
PSY 172X Introduction to Psychology

Courses offered this term:

Semester I

Activity Planning
ACT 104X

Learn the skills required to effectively conduct such activities as: outings, games, parties, dances, bazaars, dinners, exercise, and recreation. Other topics include: setting goals for individual clients, audio-visual skills, program assessment, and methods for promoting community integration. The assessment of human resources is discussed, as are the material resources available.

Tues. 3 to 5 p.m. Nightingale Campus
30 hours Fee: $37.50
September 8 to December 15

Biology of Aging
GERI 101X

Learn about the physical disorders commonly suffered by the elderly and how they affect the individual's ability to function. Conditions studied include: cardiovascular disease, Parkinson's disease, organic brain syndrome, cancer, respiratory disorders, vision, hearing and speech losses, fractures, arthritis, and multiple sclerosis.

Tues. 7 to 9 p.m. Nightingale Campus
30 hours Fee: $37.50
September 8 to December 15

Communications I
ENG 128X

Examine the role of the Activation Coordinator within the health care system and practice the communication techniques required to function effectively in the role. Topics include: letters, reports, writing proposals and brochures, designing posters, instruction and practice in verbal and non-verbal communication, and an emphasis on role-playing and public speaking.

Tues. 5 to 7 p.m. Nightingale Campus
30 hours Fee: $37.50
September 8 to December 15

Field Work Seminar I
FLDW 101X

Staff advisors meet with their students in field practice to discuss common concerns and issues arising from field placements. This course is taken concurrently with Field Practice I.

Tues. 2 to 3 p.m. Nightingale Campus
15 hours Fee: $18.75
September 8 to December 15

Field Practice I
FLDP 101X

Develop job skills through placements in a variety of programs and facilities in both institutional and community agencies. Supervised field work is an integral part of the program. This course is a prerequisite to Field Practice 111X and must be taken concurrently with first semester courses.

Mon. to Fri.
150 hours Fee: $25.00

Semester III

Normalization & Remotivation
ACT 106X

The theory of normalization and remotivation theory will provide a background for the development of the related practical skills. Emphasis will be placed on the use of the environment, knowledge (assessment) and skills to promote interest in personal interaction, aids to daily living, adaptive techniques, continuing training and reality orientation.

Thurs. 7 to 9 p.m. Nightingale Campus
30 hours Fee: $37.50
September 10 to December 17

Introduction to Gerontology
PSY 116X

A study of social and emotional needs, particularly those of the aged and the handicapped. Topics covered include: societal attitudes to the aged and the handicapped, losses and adjustments of aging, retirement, and a comparison of life in the community with life in an institution.

Thurs. 3 to 5 p.m. Nightingale Campus
30 hours Fee: $37.50
September 10 to December 17

Group Process
ACT 107X

A theoretical and practical study of the group process which furthers the ability to work in groups as a facilitator. The focus is on gerontology.

Thurs. 5 to 7 p.m. Nightingale Campus
30 hours Fee: $37.50
September 10 to December 17

Field Work Seminar III
FLDW 103X

Staff advisors meet with their students in field practice to discuss common concerns and issues arising from field placements. This course is taken concurrently with Field Practice III.

Thurs. 2 to 3 p.m.
15 hours Fee: $18.75
September 10 to December 17

Field Practice III
FLDP 103X

A prerequisite for Field Practice IV that must be taken concurrently with third semester courses.

Mon. to Fri.
150 hours Fee: $25.00

Semester V

Counselling Skills
ACT 214X

Develop effective techniques for interviewing and counselling the elderly. These theoretical and practical sessions emphasize the worker/client relationship.

Thurs. 3 to 5 p.m. Nightingale Campus
30 hours Fee: $37.50
September 10 to December 17

Therapeutic Programming I
ACT 216X

A variety of models serving as a framework for group work with the elderly will be examined. This course will also focus on theoretical and practical techniques used to develop specialized programs and to evaluate the effectiveness of these programs.

Thurs. 1 to 3 p.m. Nightingale Campus
30 hours Fee: $37.50
September 10 to December 17

Human Relations
PDE 201X

The purpose of this course is to facilitate interpersonal communications in the workplace. The values and ethics of professionalism will be addressed as they relate to the role of the Activation Coordinator.

Thurs. 5 to 7 p.m. Nightingale Campus
30 hours Fee: $37.50
September 10 to December 17

Field Work Seminar V
FLDW 205X

Staff advisors meet with their students in field practice to discuss common concerns and issues arising from field placements. This course is taken concurrently with Field Practice VI.

Thurs.
15 hours Fee: $18.75
September 10 to December 17

Field Practice VI
FLDP 205X

A prerequisite for Field Practice VI that must be taken concurrently with fifth semester courses.

150 hours Fee: $25.00

Community Worker Diploma

The part-time Community Worker program is primarily for persons already working in community work or the social services. It allows those with some prior experience to enhance their community development-related skills and knowledge. Community development is the process of assisting groups of people to understand and analyze their shared problems, and to plan and carry out effective actions towards resolving those problems. Typically, community workers act as resources to "grass-roots" groups attempting to build new institutions (or to encourage new responses) to meet social needs. For further information on the Community Worker Diploma program, call Bob Luker at 967-12[illegible]249.

Courses offered this term to first year students:

Introduction to Basic Research Skills
CW 123X

This course introduces self-directed learning for the Community Worker. The emphasis is on teamwork and planning the new student's use of the program for her or his learning purpose. (An advanced version of this course will be available for 3rd year students.)

Wed. 2 to 3:30 p.m. St. James Campus
21 hours Fee: $26.25
Starts September 16

Community Work Theory and Practice I
CW 119X

This course focuses on community development skills including defining the problem, analyzing it, planning and facilitating action.

Wed. 6 to 7:30 p.m. St. James Campus
42 hours Fee: $52.50
Starts September 16

Political Science I
CW 120X

A study of political processes in the community as they affect the roles of community workers or organizers with the emphasis on the federal and provincial levels. The major divisions in society are discussed in relation to the political system.

Wed. 7:30 to 9 p.m. St. James Campus
42 hours Fee: $52.50
Starts September 16

Field Work Seminar I
CW 117X

This seminar is used to integrate theory and field experience.

Wed. 3:30 to 5 p.m. St. James Campus
21 hours Fee: $26.25
Starts September 16

Field Work I
CW 116X

Students do actual supervised work "in the field" with organizations engaged in community work. Individual learning contracts are negotiated between the student, the organization and the program. Students already employed in the field may be able to use their regular work, depending on circumstances.

450 hours Fee: $30.00
Starts in September

Courses offered this term to advanced students:

Field Work II
CW 216X

A more intensive experience in the field involving independent tasks in organizing. Learning goals are clearly set and evaluated in co-operation with agency supervision and college liaison.
Note: Registration for this course requires prior approval of the program coordinator.

550 hours Fee: $30.00
Starts in September

Field Work Seminar II
CW 201X

This seminar is used to integrate theory and field experience through problem-solving. Students will provide and analyze case studies.

St. James Campus
42 hours Fee: $52.50
Starts in September

Processes in Facilitating Community Groups II
CW 218X

This course is about working well with groups of people and learning to be an effective part of a community development team.

Mon. 6:30 to 8 p.m. St. James Campus
42 hours Fee: $52.50
Starts September 14

Political Science II
CW 220X

This course is a more advanced exploration of the political environment of community work. It includes an examination of the role of municipal government, institutions and social movements.

Mon. 5 to 6:30 p.m. St. James Campus
42 hours Fee: $52.50
Starts September 14

Independent Studies
CW 221X

This course is an elective. The student will complete a project which may take the form of a program development proposal, a real program evaluation, a detailed fund-raising proposal, a needs assessment, an employment strategy, etc.

42 hours Fee: $52.50
Starts in September

Co-op Management Studies
CW 226X

This course is an elective. It examines the co-operative movements, some co-operative institutions and introduces co-operative management concerns and techniques.

Mon. noon to 2 p.m. St. James Campus
42 hours Fee: $52.50
Starts September 14

Community Legal Studies
CW 222X

This course is an elective. It examines the role of the community legal worker and the community legal clinic. Relevant legislation, the role of boards of arbitration, and community advocacy are examined from the point of view of "poverty law."

Mon. 2 to 4 p.m. St. James Campus
42 hours Fee: $52.50
Starts September 14

Note: Students must take two of the three electives listed above.

Public Relations Strategy For Community Groups and Non-Profit Organizations
HS 904

Designed for individuals involved in community work and/or non- profit organizations whose work requires an understanding of basic communication and public relations skills. The course covers media relations, advertising strategy, identification of markets, and the management of communication goals. Other topics include: writing news releases and newsletters, developing media contacts; advertising in newspapers, radio and television, telephone and direct mail campaigns, interviewing techniques, working with graphic artists and printers, and distributing information.

Wed. 6:30 to 8:30 p.m. Nightingale Campus
24 hours Fee: $30.00
September 16 to December 2

Community Action
HS 905

Learn how to establish and run community action groups. The course is of interest to such groups as parents trying to establish new day care centres, amateur actors wanting their own theatre company, residents seeking improved traffic control, etc.
It is also useful for anyone in organizations, agencies or unions who wants an introduction to the strategies of community action. Topics covered include: various types of organizations, defining goals, preparing detailed project plans, handling conflict and crises within groups, setting-up meeting agendas, simple bookkeeping procedures, chairing a meeting, writing simple news releases and public service announcements, and preparing fundraising materials.

Wed. 6 to 9 p.m. Nightingale Campus
30 hours Fee: $37.50
September 16 to November 18

Women's College Hospital & George Brown College announce a collaborative program for Childbirth Educators

This Program is of interest to people who have completed post-secondary education and have a demonstrated interest in childbirth education and adult education. Its comprehensive approach to training is aimed at developing skills, knowledge and increased awareness of the childbirth and parenting experience.

Entrance requirements include:
– evidence of post-secondary training
– attendance at an interview/information session
– a résumé
WINTER 1988
For more information, please call Jackie Salmona at 967-1212, ext. 4229.

Health Care Aide Certificate

This program provides basic training for those who wish to work with patients in long-term or chronic care facilities. Under the supervision of a registered nurse, the health care aide provides personal care for the comfort and safety of residents and helps create a climate that promotes the optimal physical, social and emotional well-being of each resident. The Health Care Aide program was developed by and is recognized by the Ministry of Health, Ministry of Education and the Ministry of Community and Social Services.
Admission Requirements:
Grade 10 — mature persons 19 years of age and older with less than grade 10 are considered individually.
Facility with English.
A personal interview.

The program is 480 hours long and is offered part-time in both day and evening courses. Further details regarding registration and the structure of the program may be obtained from:
Health Care Aide Program
Community Services
George Brown College
P.O. Box 1015, Station "B"
Toronto, Ontario M5T 2T9
Telephone: 967-1212, M. Gaffney.

The following courses must be completed to obtain the certificate:
CARE 900 – Communications
CARE 901 – Biological Needs
CARE 903 – Social and Emotional Needs
CARE 908 – Clinical 1
CARE 909 – Clinical 2
CARE 910 – Clinical 3

Courses offered this term:

Communications CARE 900

Promotes a better understanding of the cultural patterns and social values of people in institutions. The emphasis is on both verbal and non-verbal communication and the effective use of English.

Mon. 6 to 10 p.m. Nightingale Campus
36 hours Fee: $45.00
September 14 to November 16

Biological Needs CARE 901

An introduction to normal body processes and the physical changes which occur throughout a person's life. Nutritional requirements are discussed with special reference to the needs of the elderly.

Wed. 6 to 10 p.m. Nightingale Campus
36 hours Fee: $45.00
September 16 to November 11

Social and Emotional Needs CARE 903

Examine the basic social and emotional needs of to help understand the emotional and mental changes that occur with aging and institutionalization.

Tues. 9 a.m. to 1 p.m. or 6 to 10 p.m. Nightingale Campus
36 hours Fee: $45.00
September 15 to November 10

Clinical I (Personal Care) CARE 908

Learn the basic principles of care with the emphasis on the needs of residents in a variety of institutional facilities. The course is a combination of theory, demonstrations, and practical work.

Mon. 6 to 10 p.m. Nightingale Campus
56 hours Fee: $70.00
September 14 to December 21

Clinical II (Activation) CARE 909

Methods of remotivation and minimizing the disabling effects of aging and chronic disease are demonstrated and practiced. Learn how to apply these skills in a variety of situations.

Thurs. 6: to 10 p.m. Nightingale Campus
36 hours Fee: $45.00
September 17 to November 12

Clinical III CARE 910

Students are placed in an institutional setting to further develop the skills needed by a health care aide. Those who can document competency through employment experience are eligible to apply for exemption from this course.

Mon. to Fri.
200 hours Fee: $35.00
November 30 to January 1

Educational Assistant Certificate

This series of courses is designed only for educational assistants currently employed by a board of education. The objective is to provide educational assistants with the fundamental practical skills and theoretical concepts to assist them in their classroom work with children. Applications and information may be obtained from:

Community Services
George Brown College
Box 1015, Station "B"
Toronto, Ontario M5T 2T9

Certificate in E.C.E. Supervision and Administration

Supervision and Professional Development ADM 900

Prerequisite: Currently working in an E.C.E. setting.
This course is the first part of a two-part certificate in Supervision and Administration. E.C.E. personnel examine the dynamcis of effecitive supervision and learn how to implement effective professional development practices. Topics covered include: planning individual and team development, designing training sessions, conducting training programs, assessing needs, accessing professional development resources, developing or refining interviewing skills, and developing and implementing performance evaluations.

Thurs. 6:30 to 8:30 p.m. Nightingale Campus
2hours Fee: $30.00
September 17 to Decembner 3

Administration and Management ADM 901

Prerequisite: Currently working in an E.C.E. setting.
This course is the second part of a two-part certificate in Supervision and Administration. It is designed for those currently in supervisory positions, workers who often assume the role of acting supervisor, or those who would like to develop the skills needed to become a supervisor. Topics covered include: administrative and management theory, developing and implementing effective policies and practices,and short and long-term planning.

Thurs. 6:30 to 8:30 p.m. Nightingale Campus
24 hours Fee: $30.00
January 14 to March 31

Incest and Child Sexual Abuse: Social Counselling Issues HS 801

An introduction for interested professionals to the issues relevant to incest and the sexual abuse of children. Gain a woman-centred understanding of the nature, causes, and effects of child sexual abuse. A variety of conventional and alternative therapeutic interventions and strategies are discussed. For more information about this course, call 967-1212, ext. 4220.

Mon. 7 to 10 p.m. Nightingale Campus
27 hours (9 – 3 hour workshops) Fee: $90.00
October 19 to December 14

Introduction to Computer Programming EDP 100X

An overview of business data processing and a base for further study of programming and system analysis. Topics include: hardware and software features, programming languages, flowcharts and practical experience programming in the BASIC language.
Text: Computer Fundamentals with an Application and Watcom BASIC Made Easy.

Mon. and Wed. or Tues. and Thurs. 6 to 8:30 p.m. or Sat. 10 a.m. to 1 p.m.
St. James Campus
50 hours Fee: $62.50 and purchase of text.
September 21 or 22 to November 30 or 26
September 19 to February 20
January 25 or 26 to March 30 or 31
April 18 or 19 to June 27 or 23

Basic Keyboarding I KB 100X

Designed for those with minimal or no knowledge of typing. After the keyboard is covered thoroughly, students do drills to increase their speed and accuracy with the goal of achieving 20 to 25 words per minute.
Text: Typing Power Drills.

Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m. or Sat. 10 a.m. to 1 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $5.00 plus purchase of text.
September 21 or 22 to November 30 or 26
September 19 to February 20
January 25 or 26 to March 30 or 31
April 18 or 19 to June 27 or 23

Microcomputers

Computer Literacy (An Introduction to Microcomputers) PRGM 993

An introduction to the computer age, covering how computers work, computer terminology, what the computer can and connot do and the types of machines available. Material is presented with helpful audio-visual aids and hands-on computer experience.
Text: Understanding and Using Microcomputers.
Tues. 6 to 9 p.m. or Sat. 9 a.m. to noon
St. James Campus
18 hours Fee: $71.00 Materials: $5.00 and purchse of text.
September 22 or 26 to October 27 or November 7
November 10 or 14 to December 15 to 19
Tues. 6 to 9 p.m.
Harbourfront Microcomputer Centre
222 Queen's Quay West
(Register at St. James Campus)
September 22 to October 27
November 10 to December 15

For information about this course, please call 967-1212, ext. 3290.

Introduction to Electronic Data Processing PGRM 970

Prerequisite: Grade 12 mathematics at the general level.
In this hands-on course, students cover a variety of topics, including: a brief history of computers, computer logic through simulation, the impact of computers on society, elements of computer systems and microcomputers in particular; and using software for word processing, data bases and spread sheets.

Tues. & Thurs. 5 to 7 p.m. St. James Campus
30 hours Fee: $37.50
September 22 to November 10

For information about this course, please call 967-1212, ext. 2481.

Introductory Microcomputer Programming PRGM 925

This course covers the following topics: Introduction to the microcomputer, hardware, software, terminology and the language BASIC; writing, running, saving and printing programs; program development including documentation, editing, input and output techniques, decision-making and branching; arrays and READ/DATA statements.

Casa Loma Campus
30 hours Fee: $37.50
Mon. and Wed. 5 to 7 p.m.
September 21 to November 11
Tues., Wed. or Thurs. 7 to 10 p.m.
September 22, 23, or 24 to November 24, 25, or 26
Sat. 1 to 4 p.m.
September 26 to November 28

For information about this course, please call 967-1212, ext. 2481.

Microcomputer Programming Techniques PRGM 935

Prerequisite: PRGM 925 or equivalent.
Review BASIC programming techniques and learn more advanced BASIC statements and concepts. Topics include: advanced looping and branching techniques, subscribed variables, arrays, algorithms and problem solving methods, the use of flowcharting and/or pseudo-code, program documentation, sorting techniques including Bubblesort and Shellsort, handling cassette and disk files; creating, maintaining, updating, sorting and merging files. Students also select and develop a project.

Mon. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50
September 21 to November 30
January 11 to March 15
Sat. 9 to noon Casa Loma Campus
September 26 to November 28

For information about this course, please call 967-1212, ext. 2481.

Microcomputer Assembler Language PRGM 955

Prerequisite: PRGM 935 — Microcomputer Programming Techniques or equivalent.
This course covers the following topics: Advanced BASIC; introduction to the computer system structure and the operating system; hexadecimal system and addresses; DOS structure and basic DOS commands; basic concepts of assembler language; number bases and logical operations; software development concepts.

Wed. 7 to 10 p.m. Kensington Campus
30 hours Fee: $37.50
September 23 to November 25

For information about this course, please call 967-1212, ext. 2481.

MS-DOS and the Personal Computer

PRGM 909

Learn the physical components of MS-DOS, DOS commands and the different versions available. Other topics include: floppy and hard disk drives, volume labels, files and file names, control and editing keys, file handling, redirection, pipes and filters, hierarchical directories, line editor, batch file commands, configuring DOS with config. sys., keyboard reassignment, organizing a disk, hard disk backup and restoring.

Casa Loma Campus
30 hours Fee: $182.00
Tues. and Thurs. 5 to 7 p.m.
September 22 to November 10
Tues. 7 to 10 p.m.
September 22 to November 24
Sat 9 a.m. to noon or 1 to 4 p.m.
September 26 to November 28

For more information about this course, please call 967-1212, ext. 2481.

Advanced MS-DOS

PRGM 918

Prerequisite: PRGM 909 - MS-DOS and the Personal Computer.
This course covers the following topics: The I/O system, command.com, boothing the Dos, machine compatibility, hard disk features and partitions, organizing a hard disk, backup procedures and strategies, restoring files on the hard disk, installable drivers and flexible facilities, keyboard and screen reassignments, data storage and retrieval, linking a batch file, calling a batch file from another batch file, and returning to the point of call and continue, edlin commands; P,S,T,W,A, edlin versus full screen editing, different versions of DOS, file names and file attributes, DOS editing keys, other DOS commands, MS-DOS and UNIX: a comparative analysis.

Wed. 7 to 10 p.m. Casa Loma Campus
20 hours Fee $156.00
September 23 to November 4

Microcomputers in Business

EDP 800

For course description, see page 15.

Introduction to UNIX

PRGM 942

Prerequisite: Programming experience in one of the following: 'C', Fortran, Cobol, Pascal or FORTH.
For programmers who want to learn about the functioning and the abilities of the UNIX operating system in sufficient detail. Shell programming and UNIX utilities are covered in depth. 'C' language programming is not dealt with.

Thurs. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $250.00
September 24 to November 26

For more information about this course, please call 967-1212, ext. 2481.

Languages

C' Programming Language (Part I)

PRGM 933

Prerequisite: Programming experience in at least one other language.
This hands-on course provides an introduction to 'C' language programming. Specific topics include: program structure, strings, variables and pointers, control flow, functions, arrays, input/output and debugging. The cost of the text and materials is not included.

Mon. and Wed. or Tues. and Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee $250.00
September 21 or 22 to November 30 or 26

For more information about this course, please call 967-1212, ext. 2481.

'C' Programming Language (Part II)

PRGM 943

Prerequisite: PRGM 933 — 'C' Programming Language (Part I).
A hands-on course to improve the programming skills of PRGM 933 graduates in a UNIX-like environment. Further discussion of the theory in the following topics: structures, function pointers, buffered and unbuffered I/O, file handling and applications.

Mon. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $156.00
September 21 to November 30

For more information about this course, please call 967-1212, ext. 2481.

An Introduction to the Programming Language FORTH

PRGM 905

Prerequisite: PRGM 925 — Introductory Microcomputer Programming or equivalent.
This course teaches programming techniques in FORTH with special consideration to time and space efficiency and transportability. It is ideally suited to robotics and computer graphics. Subjects presented include: characteristics of the FORTH language; variables, constants and other programming constructs, stacks and postfix notations, character and line editing commands, use of disk by FORTH, simple and compound conditional statements, control loops, input and output, two- and three-dimensional graphics with the use of GraFORTH and other applications.

Tues. and Thurs. 5 to 7 p.m.
Casa Loma Campus
30 hours Fee: $37.50
September 22 to November 10

For more information about this course, please call 967-1212, ext. 2481.

Introduction to PROGRESS, A Fourth Generation Programming Language

PRGM 944

Prerequisite: Basic knowledge of microcomputer operations.
Introduces one of the latest trends in the computer industry, the fourth generation programming language. PROGRESS Application Development System is a forerunner in the field of database development. Compare and contrast other fourth generation languages with PROGRESS and discuss future directions for this language.

Mon. and Wed. 5 to 7 p.m.
Casa Loma Campus
30 hours Fee: $156.00
September 21 to November 11

For more information about this course, please call 967-1212, ext. 2481.

COBOL I

EDP 101X

Prerequisite: EDP 100X or equivalent.
The mechanics of the COBOL language are introduced and students gain practical experience writing programs to solve business problems. The documentation of programs is emphasized.
Text: Cobol for the '80s.
Tues. and Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $62.50 Materials: $10.00 and purchase of text.
September 22 to November 26
January 26 to March 31

For more information about this course, please call 967-1212, ext. 3290.

MICROCOMPUTER Training at Harbourfront

George Brown College - Harbourfront Microcomputer Centre
Courses are designed to provide hands-on microcomputer training using IBM compatible personal computers using the latest software products.

The Facility
The George Brown College - Harbourfront Microcomputer Centre is equipped with 20 IBM compatible microcomputers and four printers.

Location
Harbourfront, 222 Queen's Quay West (above the Harbourfront Antique Market)

Courses

Computer Literacy – An introduction to Microcomputers
(See page 33 for course description and dates.)

Introduction to Lotus 1-2-3
(See page 35 for course description and dates.)

Introduction to dBASE III
(See page 35 for course description and dates.)

Introduction to Wordstar and Wordstar 2000
(See page 35 for course description and dates.)

IBM is a trademark of International Business Machines Corp. Lotus 1-2-3 is a trademark of Lotus Development Corp. dBASE III is a trademark of Ashton-Tate.

COMPUTER COURSES AT DIXON HALL

Dixon Hall, in cooperation with George Brown College and Canada Employment and Immigration, is offering free microcomputer courses this summer.

Computers in the Community is designed to meet the special needs of women, low-income adults, visible minorities, immigrants, and the disabled who have been unemployed 6 months or more.

Fourteen-week courses and one-day workshops will be offered beginning September 8,1987.

Courses are offered in the afternoons, evenings and Saturdays in these areas:

Keyboarding Skills/Data Entry
Word Processing
Computerized Accounting
Business Applications on a Micro
Career Counselling
Job Search Skills

DIXON HALL

For more information on courses and how to register, call Dixon Hall, 58 Sumach Street, after noon, at **863-0498.**

September 22 to November 26
January 26 to March 31

For more information about this course, please call 967-1212, ext. 3290.

COBOL II

EDP 200X

Prerequisite: A grade of "C" in COBOL I or the equivalent.
Programming assignments cover accounts receivable and payroll applications and students are taught techniques for sorting, summarizing and updating a master file.
Text: Cobol for the '80s.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 Materials: $10.00 and purchase of text.
September 22 to November 26
January 26 to March 31

For more information about this course, please call 967-1212, ext. 3290.

Application Software

Introduction to dBASE III

PRGM 997

dBASE III and dBASE III Plus are the latest versions of dASE. They are the most popular data base management software packages around for microcomputers. Learn the steps for creating, editing and displaying data records. You are introduced to sorting, indexing and preparing reports and elementary dBase programming.

Fri. 6 to 9 p.m. St. James Campus
18 hours Fee: $113.00 Material Fee: $7.00
September 18 to October 23
November 6 to December 11
Mon. 6 to 9 p.m.
Harbourfront Microcomputer Centre
222 Queen's Quay West
(Register at St. James Campus)
September 21 to November 2
November 9 to December 14

For more information about this course, please call 967-1212, ext. 3289/3290.

Advanced dBASE III

PRGM 998

Prerequisite: PRGM 997 — Introduction to dBASE III.
This course is designed for those who want to use dBASE III and dBASE III Plus beyond just the interactive mode and become involved in its built-in programming language. The student starts by creating small business-related programs and learns how to build these step-by-step into powerful, integrated programs. These integrated programs relate to most business systems and provide a practical tool for the work place.

Wed. 6 to 9 p.m. St. James Campus
18 hours Fee: $114.00 Material Fee: $5.00
September 16 to October 21
November 4 to December 9

Introduction to Lotus 1-2-3

BUS 813

Prerequisite: Basic knowledge of microcomputers.
A clear, concise and practical approach to the popular electronic spreadsheet which combines power and flexibility with ease of use. Both the novice and those with some knowledge of 1-2-3 will benefit from the course.

Tues. or Thurs. 6 to 9 p.m.
St. James Campus
18 hours Fee: $203.00 Material Fee: $7.00
September 15 or 17 to October 20 or 22
November 3 or 5 to December 8 or 10
Wed. 6 to 9 p.m.
Harbourfront Microcomputer Centre
222 Queen's Quay West
(Register at St. James Campus)
September 16 to October 21
October 28 to December 2

For more information about this course, please call 967-1212, ext. 3289/3290.

Advanced Lotus 1-2-3

BUS 815

Prerequisite: BUS 813 — Introduction to Lotus 1-2-3 or practical business experience with Lotus 1-2-3.
Explore the potential of 1-2-3 and move on to more advanced applications, especially the use of macros. Learn how to design the worksheet and create macros for a variety of business applications as well as data sharing between 1-2-3, dBASE II and Wordstar.

Mon. 6 to 9 p.m. St. James Campus
18 hours Fee: $125.00 Material Fee: $10.00
September 14 to October 26
November 9 to December 14

For more information about this course, please call 967-1212, ext. 3289/3290.

WordPerfect 4.2

PRGM 909

This course is designed to introduce the student to WordPerfect 4.2, a full function word processing software package. The course covers the following topics: basic typing features of WordPerfect, creating and saving documents, editing text, formatting options, page numbering, printing function, moving and copying text, search and replace, Help key, Speller, Thesaurus, text columns, math, macros, merge capabilities and the sort feature.

Tues. and Thurs. 5 to 7 p.m. or Thurs. 7 to 10 p.m.
Kensington Campus
30 hours Fee: $203.00
September 22 to November 10 or
September 24 to November 26

Introduction to Wordstar and Wordstar 2000

NEW

WORD 802

Prerequisite: Familiarity with the keyboard.
Using Wordstar and Wordstar 2000, the student is introduced to the fundamentals of word processing. This course examines editing, creating, saving, printing and revising documents; setting margins, columns, page length; inserting, deleting, copying and moving text.

Sat. 1 to 4 p.m. St. James Campus
30 hours Fee: $160.00 Material Fee: $5.00
September 19 to November 28
Thurs. 6 to 9 p.m.
Harbourfront Microcomputer Centre
222 Queen's Quay West
(Register at St. James Campus)
September 17 to November 19

MultiMate

PRGM 906

A comprehensive examination of the features of MultiMate. Topics include: the main menu, help menu, creating a new document, editing an old document, cursor movement, tabs, margins, line spacing, inserting, deleting, moving and copying texts, enhancing documents, search and replace, document handling utilities, checking spelling in documents, libraries, merging documents, key procedures and system utilities.

Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $189.00
September 22 to November 24

For more information about this course, please call 967-1212, ext. 2481.

Lotus 1-2-3 (General Applications)
PRGM 907

An examination of the attributes of Lotus 1-2-3 Release 2 program and an introduction to 1-2-3 templates and other aspects of the program. Other subjects include: border cells, pointer, mode indicators, error corrections, function keys, commands, formats and functions, file handling, print reports, business graphs, macros and the creation and manipulation of the database.
No previous experience necessary.

Mon. 7 to 9 p.m. Kensington Campus
25 hours Fee: $243.00
September 21 to November 30

Driver Training

Professional Driver Improvement Course
NEW
TRAN 905

Techniques and strategies for commercial straight truck and tractor trailer drivers to assist them in preventing collisions. This series of lectures is designed for professionals in the transportation, education and safety fields.

100 Cherry St.
8 hours Fee: $40.00
Dates: Continuous. Call 967-1212, ext. 3206.

Dual Air Brake System
TRAN 906

Provides transport drivers with a working knowledge of a dual air brake system. This course is useful for the proposed mandatory air brake endorsement introduced to all holders of Ontario Classified Drivers Licences.
The following topics are covered in the eight sessions:
Braking Systems
– Introduction, Part I — Single Air
– Air Brake System, Part II — Dual Air
– Air Brake System, Part III — Troubleshooting

100 Cherry St.
8 hours Fee: $40.00
Dates: Continuous. Call 967-1212, ext. 3206.

Driver Instructor Education Course

This course is conducted in accordance with the regulations established by the Ministry of Transportation and Communications which govern the licensing of driving instructors.
Prerequisite: Applicants must first receive authorization from a Ministry of Transportation and Communication Driver Examination Centre.

130 Hours (90 classroom hours, 40 in-car hours)
Fee: $795.00
Evening Course/Day Course
Tues., *September 8 to December 17*
For more information please contact the Industrial Training Division at 962-1212, ext. 3219

Tractor Trailer Training
TRAN 900

Prerequisite: Ontario "D" Licence, heavy straight truck experience.
Trains the student to operate tractor trailer units with multi-range transmissions under varying load conditions. Hands-on experience with various tractor trailer units is included. Other topics discussed are: vehicle inspection, air brakes, coupling and uncoupling the tractor trailer combination, backing manoeuvres and driving in light and heavy traffic.

Sat. 8 a.m. to 6 p.m. 100 Cherry Street
60 hours Fee: $1244.00
For dates, call 967-1212, ext. 3206.

Air Brake Instructors Course
NEW
TRAN 800

Prerequisite: Basic knowledge of air brake system.
This course covers preparation for instruction, objectives, timetables, and a complete review of the air brake system as required by Canadian Motor Vehicle Safety Standards 121. This course includes practical demonstrations given on a single and dual air brake board.

Mon. through Fri. 8 a.m. to noon
100 Cherry Street
20 hours Fee: $208.00
For dates, call 967-1212, ext. 3206.

Classified Driver Improvement Program
NEW
TRAN 801

Prerequisite: Commercial driver.
This course covers the following topics: defensive driving, occupational health and safety, first aid, and dangerous goods. This course is designed to introduce the commercial driver to the legal responsibilities they have as the operators of a transport vehicle and driving strategies and techniques designed to assist in preventing collisions.

Mon., Tues. and Wed. 6 to 10 p.m.
100 Cherry Street
12 hours Fee: $60.00 Material Fee: $25.00
September 15 to September 17

Transport Driver Training Course
TRAN 802

Prerequisite: Classified licence holder.
This course covers the following topics: orientation; professional standards; and documentation in truck transportation. The course is designed to introduce the student to the importance of driver documentation.

Tues., Wed. and Thurs. 6 to 10 p.m.
100 Cherry Street
12 hours Fee: $60.00
September 8 to September 10

REGISTRATION FOR THE FALL TERM BEGINS JULY 20

Creative Fashion Design/ Apparel Management

These courses help people in the apparel industry upgrade their skills and knowledge in a particular specialty. Anyone wanting to advance their home sewing and design skills and have some exposure to industrial techniques will also benefit. Apparel Construction I and Apparel Construction II may qualify as prerequisites for the post-secondary program in Creative Fashion Design.

Apparel Construction I (Dressmaking — Elementary)
DRES 141X

Learn elementary dressmaking using commercial patterns as well as sewing techniques both by hand and using an industrial machine. Other topics include: samples, measurements, laying-out patterns, and the relationship of pattern, style and fabric. Students supply their own materials.

Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $25.00
September 21 or 22 to November 30 or 26

Apparel Construction II (Dressmaking — Intermediate)
DRES 145X

Prerequisite: DRES 141X — Apparel Construction I
A continuation of DRES 141X focusing on the how-to's of fabric cutting, marking, stitching, fitting, finishing and pressing. Other topics include: purpose and selection of supporting fabrics, selection and preparation of lining fabrics, preparation of the pattern and pattern alterations. Students select projects beyond the beginner's level with the instructor's approval.

Mon. and Wed. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $25.00
September 21 to November 30

Apparel Construction III (Dressmaking — Advanced)
DRES 151X

Prerequisite: DRES 145X — Apparel Construction II or proof of equivalent competency.
Students construct more complex garments of advanced design using delicate fabrics. The pattern and fabric are selected by the students and they must supply their own materials. Other subjects include: efficient use of materials to minimize waste, pattern alteration for proper fitting, application of lining where necessary, and finishing techniques for different materials.

Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
September 22 to November 26

Children's Pattern Drafting Part I
PAT 901

Prerequisite: Practical experience in dressmaking.
Introduces the student to drafting patterns for children's garments using master blocks for the following patterns: sun dress, apron, skirt and pants. Skirt styles drafted include: gathers, tucks, pleats, flare, four gore, circle, front-button opening, side-front opening, shoulder straps and ruffles. Various styles of waist bands, pockets, pants and overalls are also discussed.

Sat. 9 a.m. to 1 p.m. Kensington Campus
60 hours Fee: $75.00 Materials: $20.00
September 19 to January 9

Apparel Pattern Drafting I (Elementary)
PAT 141X

Prerequisite: Knowledge of dressmaking and practical experience.
Learn an easy and efficient method of drafting a pattern from your own design or from a garment in a fashion magazine. Topics include: elementary pattern design; size and age ranges (eg. misses 8,10,12...) including junior, women's and half sizes, master blocks, and drafting full-scale patterns for skirts, slacks and blouses from fashion drawings. Students supply their own drafting equipment.

Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
September 21 or 22 to November 30 or 26

Apparel Pattern Drafting II (Intermediate)
PAT 143X

Prerequisite: PAT 141X — Apparel Pattern Drafting I or equivalent experience.
Learn to draft and develop pattern drafting skills that conform to fashion industry standards. Topics discussed include: drafting to manufacturing sizes, misses dresses, evening dresses, jackets and outer wear. Students supply their own drafting equipment.

Tues. 6 to 9 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $20.00
September 22 to November 24

Apparel Pattern Drafting III (Advanced)
PAT 151X

Prerequisite: PAT 143X — Apparel Pattern Drafting II or equivalent experience.
From an original idea, learn to draft a quality pattern with perfect detail, proportion and fit. The categories for patterns are: day-time dresses, evening dresses and jackets, with consideration given to fabric and price. Students supply their own drafting equipment.

Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $20.00
September 24 to November 26

Tailoring (Ladies')

DRES 146X

Prerequisite: Preferably DRES 145X — Apparel Construction I or basic sewing skills.
Learn quick and simple tailoring methods for ladies' garments and construct a suit or coat using commercial patterns. Topics covered include: altering a pattern to fit the wearer, cutting techniques, and sewing and finishing using industrial machines. Students select and supply their own material and pattern.

Tues. and Thurs. 6 to 9 p.m. Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
September 22 to November 26

Fashion Illustration I (Elementary)

PAT 144X

Develop techniques for sketching fashion garments as practised in the industry. After an introduction to the basic concepts in fashion illustration, topics include: industrial methods, achieving textures, pattern techniques in different media for both rough sketches and working drawings, and finished drawings in a combination of media. Students supply their own materials.

Wed. 6 to 9 p.m. Kensington Campus
30 hours Fee: $37.50
September 23 to November 25

Fashion Illustration II (Intermediate)

PAT 154X

Prerequisite: PAT 144X — Fashion Illustration I or similar experience.
By combining creative ability with the additional technical skills taught, you can learn to portray fashion merchandise realistically. Subjects discussed include: commercial applications in fashion art, creative sketching, and the use of line and colour to illustrate garments realistically and aesthetically. Students supply their own materials.

Mon. 6 to 9 p.m. Kensington Campus
30 hours Fee: $37.50
September 21 to November 30

Work Management (Time Studies — Apparel)

AT 100X

Learn how to determine the time required to complete a job. Topics include: human relations in time study situations, methods to improve performance of the job understudy, proper timing procedures, record keeping, rating the operator's performance and incentives for improving production.

64 hours Fee: $80.00 Equipment Fee: $15.00
September to January, by arrangement with Apparel Management Department.

Grading Techniques for Apparel Industry (Elementary)

PAT 900

Learn to take a finished pattern with all the detail and pieces and increase or decrease the pattern in size using simple, reliable methods. The mechanics of grading are taught for all styles of misses sizes 6-20 and junior size garments, helping you produce better fitted garments.

Mon. or Wed. 7 to 10 p.m.
Kensington Campus
30 hours Fee: $37.50 Materials: $15.00
September 21 to November 30

Window and Retail Display

DISP 900

Prerequisite: Practical motivation.
An introduction to the purpose, concepts and uses of window display. Specific topics include: basic tools, material and graphics used in fashion and menswear, practical merchandise trims, the use of mannequins and display themes.

Mon. and Wed. 7 to 10 p.m. Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $10.00
September 21 to November 30

Window and Retail Display (Advanced)

DISP 903

Prerequisite: DISP 900.
Explore a number of ideas about the professional aspects of window display, such as the variety and use of materials, thematic displays and the artistic presentation of display ideas. Other subjects include: presenting display ideas to clients, researching the budget, creatively using materials for props and the proper use of lighting. Techniques are demonstrated by installing five different windows and each presentation is followed by a critique. Students are required to do home assignments.

Tues. and Thurs. 7 to 10 p.m.
Kensington Campus
60 hours Fee: $75.00 Materials: $10.00
September 22 to November 26

Colour Theory for Fashion Design

FASH 903

Prerequisite: Employment in the fashion industry or a student in the Fashion Department (day or Continuing Education).
An introduction to colour theory in general and specifically its application to the fashion industry. Topics covered include: primary colours, physical optics, the colour triangle, colour systems; Munsell — hue, value and chroma; Johanes Itten — the Bauhaus, colour agent and colour effect, the seven colour contrasts, the 12 laws of simultaneous contrast; colour chords — dyads, triads, tetrads and hexads, harmony of contrasts, and colour perception — luminosity and incandescence. Homework assignments are given. This course is recognized as an elective in post-secondary fashion programs.

Wed. 6 to 9 p.m. Kensington Campus
45 hours Fee: $56.25
September 23 to January 13

The Art of Make-up

For course description, see page 48.

Esthetics — Skin and Beauty Care

FASH 901

Prerequisite: Employment in the field or intention to seek employment.
Students are taught the basic biochemistry of the skin, its classification, abnormalities, and defects and learn to analyze skin conditions and suggest treatment. The muscles and bone structure of the head, face, neck and shoulders are reviewed for their relevance to facial massage and skin manipulations. Students also learn to analyze a number of available beauty products. Hands-on skills include: cleaning and deep-cleaning the skin, make-up application and removal, facial massage, eyebrow shaping, mask application and removal, cream application, waxing, manicure, pedicure, anti-wrinkle treatment, scalp treatment and colour analysis.

Tues. and Thurs. 6 to 9 p.m. Kensington Campus
90 hours Fee: $112.50 Materials: $20.00
September 22 to January 14

Esthetics — Skin and Beauty Care II

FASH 911

Prerequisite: FASH 901.
This course deals with theoretical concepts and hands-on experience on deep skin cleaning, paraffin masks, cellulitis, massage techniques and relaxation techniques. Instruction is also given on nail care and footcare, as well as on the use of herbs and organic ingredients in skin and beauty care and footcare. Students also practice make-up for special occasions.

Mon. and Wed. 6:30 to 9:30 p.m. Kensington Campus
72 hours Fee: $90.00 Material Fee: $20.00
September 21 to December 14

Machine Knitting

Note: Students who complete all three courses (Basic, Intermediate and Advanced) would qualify for employment in the knitting industry.

Knitting by Machine (Basic)

CFT 900

Learn the basic techniques of operating a knitting machine and producing a garment. Other concepts dealt with include: lace; tuck; skip and flair-isle techniques; producing a personal measurement chart; and different finishing methods.

Tues. or Thurs. 7 to 10 p.m. Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $20.00
September 22 or 24 to November 24 or 26

Knitting by Machine (Intermediate)

CFT 901

Prerequisite: CFT 900 — Knitting by Machine.
Learn new techniques and further develop skills on the knitting machine by charting a variety of skirt styles in half-size samples. Other topics include: techniques of weaving by machine, introduction to the knit-leader and ribber attachments, and some garment finishing methods.

Mon. 7 to 10 p.m. Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $20.00
September 21 to November 30

Knitting by Machine (Advanced)

CFT 902

Prerequisites: CFT 900 — Knitting by Machine (Basic) and CFT 901 — Knitting by Machine (Intermediate).
Further develop your skills, especially in constructing finished items. Projects range from simple knits to elaborate designs that combine yarn with other materials. This course qualifies students for employment in the knitting industry.

Wed. 7 to 10 p.m. Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $20.00
September 23 to November 25

Designing Machine Knitted Garments

CFT 903

Prerequisite: Knitting by Machine (Advanced) — CFT 902 or equivalent.
Learn the techniques of designing machine knitted garments and produce a design for an ensemble of your choice. The instructor demonstrates patterns for sweaters, skirts and pants to assist students with their design projects. Other topics include: selection and characteristics of yarn and fibre, planning and presentation, graphing curves, using knit leader, charting, basic formulae and the specific formulae for calculating gores, round yokes, sizing and grading knit patterns.

Sat. 9 a.m. to noon Kensington Campus
30 hours Fee: $37.50 Material Fee: $10.00
September 26 to November 28

Fur and Leather

Fur and Leather Design

FUR 545A

Learn to recognize differences in body characteristics and develop garments to fit individual clients. Techniques presented include: using pattern grading to alter the pattern, using a tape measure and translating the body measurements to the pattern, and helping clients select the appropriate style of collar, sleeve and body (i.e. box line, A-line, fitted, semi-fitted, etc.) for their body type.

Kensington Campus
60 hours Fee: $75.00 Materials: $10.00
By arrangement with the Fashion Department, 967-1212, ext. 4303 or 4336.

Fur Manufacturing Techniques (Elementary)

FUR 544X

Prerequisite: Interview or employment in the fur industry. Learn to make fur coats, jackets, stoles and vests. Subjects covered include: using a fur knife to make straight, angle, tongue and groove cuts on different types of fur; using the fur machine; blocking with pins and staples; lining application; and finishing the garment. Students may purchase required pelts at cost and must supply their own hand tools.

Kensington Campus
84 hours Fee: $105.00
By arrangement with the Fashion Department, 967-1212, ext. 4303 or 4336.

Leather Garment Manufacturing Techniques — Part 1

FASH 910

Prerequisite: Ability to operate an industrial sewing machine.
Learn the techniques for producing leather and suede garments. Specific topics include: pattern arranging to suit skins; cutting and assembly skills; finishing and lining garments. Students supply their own materials and produce a garment of their choice.

Tues. 7 to 10 p.m. Kensington Campus
36 hours Fee: $45.00
September 22 to December 8

Industrial Sewing

Serger Machine

SEW 542X

A special module (25 hours) for students completing the work in SEW 141X/151 in less than 240 hours. This course on operating sergers as used in Ontario apparel plants is also available for part-time students during regular classes. Students supply their own fabric.

Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $15.00
By arrangement with the coordinator.

Blind Stitch Machine

SEW 543X

A special module like SEW 542X on how to use the blind stitch machine used in Ontario apparel plants. Students supply their own fabric.

Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $15.00
By arrangement with the coordinator.

Button-Hole and Button Sewer Machine

SEW 544X

Prerequisite: Good eyesight and manual dexterity.
In a production setting, students learn to use a button-hole and button sewer machine as used in Ontario apparel plants. The course focuses on the dexterity needed for efficient machine operation and preventive maintenance as well as instruction in threading and manipulating the garments.

Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $15.00
By arrangement with the coordinator.

Home Sewing

Mastering Your Home Sewing Machine

FASH 803

Learn the complete operation of a home sewing machine from sewing techniques to preventive maintenance, oiling and cleaning. Many procedures are covered including: needle insertion, winding the bobbin, threading, tension setting, minor adjustments to top and bottom tensions, setting width and stitch lengths, bar tack buttonholes on basic zig-zag machines, mastering speed control, starting, turning corners, straight seaming, and regulating the machine to accommodate fabrics of different weights, textures, special finishes, etc. Students must purchase a text book.

Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $75.00 Material Fee: $10.00
September 24 to November 26

Furniture

Furniture Upholstery

FURN 104X

Develop skills in re-upholstering and recovering furniture and building new furniture, starting with a frame. Techniques studied include: stripping upholstery from old furniture; re-stripping and applying springs to new furniture; the use of stuffings, felt and polyfoam to create appropriate shapes; cutting, matching and fitting fabrics; the use of power sewing machines to sew cushions, welts, etc.; and applying covering fabrics and trim.
Students supply own projects such as chairs, footstools and love seats.

Mon. and Wed. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $75.00 Materials: $25.00
September 21 to November 30

Hairdressing and Barbering

Barbering for Hairdressers

BARB 902

Prerequisite: Ontario Certificate of Qualification in hairstyling.
This course in men's haircutting emphasizes short hair and tapers and prepares the student to qualify for the government hairstyling test and hairstyling certificate. Techniques include: shaving, strapping, honing, facials, hairpieces and blow drying.

Tues. and Thurs. 7 to 10 p.m. Kensington Campus
60 hours Fee: $75.00 Materials: $20.00
September 22 to November 26

Certificate in Ceramics Techniques

Due to the increasing popularity of ceramics courses, the Ceramics Department has developed a program of five courses leading to a certificate in Ceramics Techniques. Successful completion of the five certificate courses (CER 900, CER 101X, CER 151X, CER 201X and CER 251X) will indicate the student's competence in hand building, throwing, glazing, decorating techniques, kiln technology and different firing procedures.
Courses taken elsewhere can only be applied in lieu of CER 800.
All other courses must be taken at George Brown College.

Basic Ceramics

CER 900

An introduction to ceramics including basic hand-building and forming, elementary wheel throwing techniques and basic wet clay decorations.
Specific topics and methods presented include: constructing with slab and coil, cylinder and box construction, clay jointing, centering, opening and throwing methods, elementary shaping of cylinders and bowl forms, trimming, turning, finishing, slip brushing, banding, scraffito and impressing, glaze application, preparing bisque ware for glaze work and kiln stacking.

Sat. 9 a.m. to noon Casa Loma Campus
30 hours Fee: $37.50 Materials: $25.00
September 26 to November 28

Ceramics 1

CER 101X

This course introduces the student to a number of basic ceramic techniques in hand-building, throwing, decorating and glazing. Instruction is given in slab construction and joining with basic clay decoration including impress, scraffito and slip painting surface enrichment. Basic throwing operations are taught by making simple cylinders, mugs with handles and vases. Preparation of bisque ware for glazing and the use of oxide stains, brushing, dipping and glaze overlapping techniques are also taught. Theory in the course includes demonstration in each class and visual slide presentations.
Required work for the completion of the course: 6 mugs with handles, 2 vases, 1 slab pot, all glazed.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Materials: $30.00
September 22 to November 26

Ceramics 3

CER 201X

Introduction to more advanced working skills where instruction is given in slip and stencil decoration, surface enrichment by carving, glaze spraying, dipping and overlapping glaze coat patterns.
Also includes the theory and practice of loading and firing gas kilns.
Practical design work is taught through the forming of teapots, the design of lids, spouts and handles, plates rim and foot patterns, the trimming and finishing of forms. Theory is taught in conjunction with practical demonstrations and visual slide presentations.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Materials: $25.00
September 21 to November 30

Jewellery Arts

The following courses can be taken for personal enjoyment or professional development. Credits from courses with code numbers in the one, two, three, or four hundred series can be used towards a two- or three-year diploma in specialized Jewellery Arts programs. Please contact the Fashion Division for details.

Jewellery (Introduction)

JWL 160A

Prerequisite: Current employment in the industry or hobby.
Develop basic skills and techniques necessary in jewellery making while class projects familiarize you with the use of jewellery hand tools.
Techniques covered include: cutting, filing, fitting, hand soldering, fitting parts to small tolerances, and finishing and polishing the completed project.

Mon. or Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
September 21 or 24 to February 22 or 18

Basic Casting Techniques

JWL 160B

Develop basic techniques in casting precious metals into jewellery objects. Topics include: an introduction to casting equipment and casting techniques, cuttlefish casting and centrifugal casting. Students cast projects approved by the instructor from materials they provide themselves.

Tues. or Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
September 22 or 24 to February 16 or 18

Jewellery (Intermediate)

JWL 160C

Prerequisite: JWL 160A — Jewellery (Introduction)
Develop bench techniques for making jewellery. Topics include: continuation of bench work; introduction to planishing, shaping and doming of metals, assembly of design components, and soldering and finishing techniques. Students supply their own materials.

Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
September 23 to February 17

Gem Setting

JWL 162

Prerequisite: JWL 160A — Jewellery (Introduction) or equivalent.
An introduction to all facets of gem setting.
Topics include: selection and preparation of tools for setting; types of gemsettings including round, oval, square and octagonal, claw setting, securing the stone, finishing, and the preparation, execution and finishing of a star setting. Students supply their own materials.

Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
September 24 to February 18

Gem Setting (Intermediate)

JWL 162I

Prerequisite: Gem Setting — Basic JWL 162X.
Covers more complex gem setting techniques, such as setting fancy shaped stones, cluster rings and channel settings. Students supply their own tools and materials.

Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Materials: $20.00
September 23 to February 17

Jewellery Making (Silversmithing)

JWL 164X

Prerequisite: Employment in jewellery industry or hobby.
Develop basic silversmithing skills through work on projects in tableware, holloware or items other than jewellery. Subjects and techniques presented include: silversmithing tools and methods, creating various shapes using hammer and anvil, raising and planishing the metal, fitting, joining and soldering techniques. Students supply their own materials.

Tues. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
September 22 to February 16

Jewellery Making (Enamelling)

ENA 170X

An introduction to the theory and practical techniques of applying enamel to metal. Specific topics include: enamel compounds and colours, use of furnaces, design, and applying multiple colours to metal objects. Students supply their own materials.

Mon. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
September 21 to February 22

NEW REGISTRATION CENTRES

For courses offered at Nightingale and Casa Loma Campus register at Casa Loma Admissions Office.

For courses offered at College St. and Kensington Campus register at Kensington Admissions Office.

For courses offered at St. James Campus register at St. James Admissions Office.

Jewellery (Advanced)

JWL 260A

Prerequisite: JWL 160A — Jewellery (Introduction) and JWL 160C — Jewellery (Intermediate).
Learn advanced techniques of manufacturing jewellery and develop skills in making gold jewellery. Topics include: gold alloys, alloying and working techniques used in producing gold jewellery, and plating techniques. Students supply their own materials and receive individual instruction according to their needs.

Tues. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
September 22 to February 16

Jewellery Design

DES 169X

Prerequisite: Artistic ability.
Learn to visualize perspectives and produce dimensional jewellery outlines. Subjects discussed include: observation techniques, composition and arrangement of objects, pencil techniques, perspective exercises drawing a cube with earrings, brooch, bracelet and ring in it, shading of various forms and deviations, and producing a stencil with a dimensional look.

Tues. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
September 22 to February 16

Jewellery Repair

NEW

JWL 905

Prerequisite: Employment in the industry or JWL 160A.
This course offers hands-on experience in basic jewellery repairs. Instruction is given in ring sizing, chain repairs, setting retipping, rebuilding of sides and underbezels of rings, specialized soldering and other basic repairs. Students supply their own materials and own jewellery for repair.

Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Material Fee: $20.00
September 23 to February 17

Gemmology I

GEM 167X

Prerequisite: Employment in the jewellery industry or hobby. Study the different physical characteristics of gemstones and the use of testing instruments. Topics discussed include: colours, crystal formation, natural shapes and cuts. This course leads to certification.

Mon. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Equipment Fee: $15.00
September 21 to February 22

Gemmology II (Intermediate)

GEM 267X

Prerequisite: GEM 167X — Gemmology I.
Further study of gemstones as used in the jewellery industry and their identification using gemmological instruments. The course also examines the physical properties and chemical composition of precious stones, minerals and organic substances.

George Brown College
in collaboration with
MONEYSWORTH & BEST
QUALITY SHOE REPAIRS
presents

A Certificate in Basic Shoe Repair

This new program provides students with the knowledge and skills necessary to work effectively in local while-you-wait shoe shops.

The program is of interest to those seeking to train or retrain for a career in an expanding service sector requiring excellent interpersonal skills, sound technical training and fundamentals of small business management.

Graduates of the program may choose to apply for additional specialty training in orthopaedic footwear (fall, 1988).

Courses run from September to December, and from January to April at the Nightingale Campus of George Brown, and the Rexdale plant of Moneysworth and Best.

To Apply:

Please join us at an information-interview session:

Nightingale Campus
2 Murray Street
Thursday, August 13, at 6 p.m. or
Thursday, August 20, at 6 p.m.

For more detailed information, please call Evon Soong at 967-1212, ext. 4224.

Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Equipment Fee: $15.00
September 23 to February 17

Gemmology III (Advanced)

GEM 367X

Prerequisite: GEM 267X — Gemmology II (Intermediate).
A more advanced study of gems and the use of gemmological instruments in preparation for an examination. Specific subjects studied include: the refractometer, luminescence, microscopy, spectroscopy, etc., and parameters for gem classification.

Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Equipment Fee: $15.00
September 24 to February 18

Watchmaking

Clock Repairing Skills

WACH 901

Prerequisite: Employment in the clockmaking industry or hobby.
Teaches beginners basic clock repair skills, including the use of the watchmaker's lathe to make bushings and how to replace pivots. Other topics include: refinishing bearings and pivots, making screws and simple repairs.

Mon. 7 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Material Fee: $20.00
September 21 to February 22

Intermediate Clock Repairing

WACH 904

Prerequisite: WACH 901 or proof of equivalent competency.
Instruction in the general repair of mantel clocks with 1/2 hour striking, alarm mechanisms and 400 day clocks. Other topics discussed in both theory and their practical application include: escapements, the pendulum, the balance wheel, and rack and count wheel striking mechanisms.

Tues. 7 to 10 p.m. St. James Campus
90 hours Fee: $112.50 Material Fee: $20.00
September 22 to April 26

Advanced Clock Repairing

WACH 905

Prerequisite: WACH 904 or proof of equivalent competency.
Learn to service chime clocks with the emphasis on making or restoring the pallets, escape wheel, lantern pinions, snail, rack and other parts. Theory is presented and related to a practical project selected by the student at the beginning of the course.

Wed. 7 to 10 p.m. St. James Campus
90 hours Fee: $112.50 Material Fee: $20.00
September 23 to April 27

Personal Development

Gain Confidence/Overcome Shyness — CE 876

Learn to relax and enjoy meeting new people. You can overcome shyness by understanding the 10 keys to self-confidence. The course also shows you how and where to meet people and how to start a conversation and keep it going.
Instructor: Howard Jones has worked extensively in the human relations field. He has presented seminars and workshops in confidence building, problem-solving and relationships to a wide variety of audiences. Howard has developed and taught self-development courses at George Brown College for the past five years.

Tues. 6:30 to 9:30 p.m. Kensington Campus
9 hours Fee: $43.00
September 22 to October 6

Managing and Motivating Yourself and Others — CES 864

The secret of motivation is to create a positive climate in which people motivate themselves. Generating this creative environment is what this seminar is all about. We'll look at the fundamental factors that influence self-confidence and discuss techniques for strengthening the self-image. We'll look at trust and its impact on productivity. Participants will use small group exercises and discussions to share experiences.
Instructor: Vince DaCosta is President of Vince DaCosta & Associates Inc., specializing in the design and delivery of management training programs. An award-winning speaker, presented with the Distinguished Toastmasters Award and a speaker at conferences and conventions across North America.

Sat. 9:30 a.m. to 4 p.m. Casa Loma Campus
6 hours Fee: $75.00
October 17

Developing Effective Presentation Skills — CES 865

How did you look during your last business meeting? Are you prepared for your next after-dinner speech?
This course shows participants how to plan, organize and develop a presentation for work. Techniques for enhancing the presentation are included, such as preparing the set-up, the appropriate use of audio-visual aids and developing effective styles of verbal and non-verbal communication.
Instructor: Vince DaCosta

Tues. 7 to 10 p.m. St. James Campus
12 hours Fee: $48.00
October 6 to October 27

Relationships — Making Them Work for You — CES 838

Analyze the dynamics at work in one-to-one and group meetings and learn what makes a successful personal or business relationship. Developing conversational skills and the art of listening are studied in detail. Conflict analysis, management and resolution are discussed through students' case examples.
Instructor: Howard Jones.

Tues. 6:30 to 9:30 p.m. Casa Loma Campus
9 hours Fee: $37.00
November 10 to November 24

Assertiveness Training I — CE 824

Shows you how to express yourself with confidence, tact and sensitivity. In an informal group setting where everyone's comments are welcome, you learn to relax and be yourself, get and keep the respect of others and refuse unwelcome requests.
Instructor: Margaret Code is president of the consulting firm Margaret Code Associates. With many years of experience in human resources management and a Master's degree from Harvard University, Margaret is an expert in enhancing individual and organizational effectiveness.

Wed. 6:30 to 9:30 p.m. Casa Loma Campus
24 hours Fee: $81.00 Materials: $3.00
September 23 to November 11

Assertiveness II — CES 809

The concepts learned in Assertiveness I are applied to more complex situations, such as handling intense disagreements, manipulation, and angry outbursts from yourself or others. Video recordings of several classes help you learn to cope with troublesome situations.
Instructor: Margaret Code.

Thurs. 6:30 to 9:30 p.m. St. James Campus
24 hours Fee: $81.00 Materials: $3.00
October 1 to November 19

Stress Management — CES 840

Learn to identify the conditions and habits at work and home that lead to stress and how you can reduce their negative effects with a personal stress management plan. In this participatory course, you learn to recognize your physiological, emotional, cognitive and behavioural responses to stress and through this awareness, to make stress work for you as a positive, creative resource.
Instructor: Dr. Lucille C. Peszat is a director of the Canadian Centre for Stress and Well-Being. She was a colleague of the late Dr. Hans Selye, world-renowned authority on human stress.

Mon. 6:30 to 9 p.m. Casa Loma Campus
10 hours Fee: $49.00
September 28 to October 26

Career Change Workshop: The Keys to Success — CES 876

NEW

This career-planning workshop helps you make career decisions that suit you as an individual. In a supportive group setting, led by an experienced career counsellor, you define career interests, assess your individual skills, values and experience, research occupational opportunities and set realistic goals. Participants have access to the College's Counselling Centre including the Career Resources Library for one year to assist in further career exploration.

Sat., September 26, 9:30 a.m. to 4 p.m.
Thurs., October 8 to November 12, 7 to 9:30 p.m.
St. James Campus
26 hours Fee: $85.00
September 26 to November 10

Automotive

Know Your Car (Part I) — CAR 800

This course discusses the major maintenance requirements of any car, easy to perform spot checks and tasks like changing a flat, starting a stubborn engine and dealing with the garage mechanic if repairs are really needed. Learn when to replace tires, batteries and brakes and get dozens of tips that help save money and lengthen the life of your car.
Instructor: Don McQueen has had a class "A" licence with an interprovincial seal for more than 10 years. He has also studied disc brakes, diesel engines, and electronic ignitions.

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
12 hours Fee: $48.00
October 1 to October 22

Know Your Car (Part II) — CAR 801

Prerequisite: Know Your Car (Part I) or equivalent.
A more advanced study of your car's different systems. Specific topics include: the lubrication system, types and grades of oil, how to change the oil and oil filter, winter starting aids and accessories, the braking system, selecting tires, changing a tire, the exhaust system and how to check for leaks, how to check and adjust the clutch, the suspension system, replacing shock absorbers, rust proofing, and replacing headlights and bulbs.
Instructor: Don McQueen.

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
12 hours Fee: $48.00
November 5 to November 26

Aviation

Private Pilots Groundschool — CES 852

Groundschool preparation for writing the federal Ministry of Transport licensing examination but also suitable as a refresher course. Topics covered include: the theory of flight, aircraft, meteorology, navigation and air regulations. Ten hours of flight time are required for eligibility to write the MOT pilot licensing examination.
Instructor: Brian Laski, who has a class 2 instructor's rating, has taught all aspects of flying since 1977 at Toronto Airways Limited, Toronto Buttonville airport.

Tues. 6:30 to 9:30 p.m. Kensington Campus
42 hours Fee: $108.00
September 15 to December 15

Sailing

Practical Coastal Navigation — CE 816

A practical course on coastal navigation for sailors. Topics covered include: compass use and corrections, chart work, bearings, buoyage, signals and signalling, dock and anchor procedures, coping with darkness, fog and heavy weather, and planning a passage. Anecdotes, films and literature are used to present material.

Mon. 7 to 10 p.m. St. James Campus
30 hours Fee: $95.00
October 5 to December 14

Celestial Navigation — CE8001

Prerequisite: Practical Coastal Navigation — CE 816.
This practical navigation course for boaters includes how to determine your position from the deck of a small boat anywhere in the world. Care and use of the sextant, how to take sights and plotting positions will be emphasized. A text almanac, tables and minimal geometry instruments will be required for the course.

Mon. 7 to 10 p.m. St. James Campus
30 hours Fee: $95.00
September 28 to December 7

See page 48 for a special sailing opportunity.

Antiques

How to Buy Antiques — CE 817

Whether you are interested in collecting antiques for investment or pleasure, this course helps you learn more about the booming antique market. You are taught to recognize different styles and periods of furniture, china, glass and silver, and how to discern quality and craftsmanship.
Instructor: Marion Heller holds a diploma in fine and decorative arts from the New Academy of Art Studies in London, England and has completed a decorative arts course at the study centre of the Victoria and Albert Museum.

Tues. 7 to 9 p.m. Casa Loma Campus
12 hours Fee: $43.00
October 6 to November 10

Canadiana Furniture and Collectibles — CES 860

Learn to identify and evaluate the many forms of Canadian furniture from the 18th through the 19th century. Students are introduced to antique furniture from Upper Canada, Lower Canada and the Maritimes. Tools, woodenware, kitchen utensils and quilts are also presented. Examples are brought to class to study and a field trip is planned for the last week.
Instructor: Harry McLeod is a graduate of the Ontario College of Art and has been a collector and dealer of Canadiana for more than 30 years.

Tues. 7 to 9 p.m. St. James Campus
16 hours Fee: $64.00
September 22 to November 10

Homes

Buying Your First Home — RE 801

This course is designed for both the first-time buyers and current home owners, whether buying a new or resale home. Topics examined include: what you can afford to buy; determining needs and wants; mortgage financing; choosing a real estate agent, home inspector and lawyer; offers to puchase; and hidden closing costs.
Instructor: Alan Silverstein is a Barrister and Solicitor as well as author of two best selling books: "Hidden Profits in Your Mortgage" and "Home Buying Strategies".

Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $24.00 Materials: $5.00
September 26

Condominiums — CE 869

Before you buy, let this course show you the advantages and disadvantages of owning a condominium in comparison to buying a single family dwelling. Topics covered include: various styles of condominiums, how to choose a good building, legalities of buying, renting your condominium, financing, price ranges, cooperatives, and trends in the Metro area.
Instructor: Marilyn Rothman is a real estate broker with her own company, which specializes in residential sales and leasing in the Metro area. She is a member of the Toronto Real Estate Board and the Ontario Real Estate Association.

Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $23.00 Materials: $3.00
October 17

How to Buy an Investment Property — RE 807

This course covers two important areas which every investor or potential investor should consider before deciding to buy a residential investment property.
The first part is taught by a chartered accountant and deals with the financial benefits and income tax implications of buying an investment property. Part two covers financing an investment property and includes the following topics: how to shop for a mortgage, cost and types of mortgages, methods of repayment, and the responsibilities of the landlord and tenant.
Instructor: Marilyn Rothman.

Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $53.00 Materials: $5.00
November 14

Hidden Profits in Your Mortgage — CES 867

Save thousands of dollars with your mortgage as Canada's "Mortgage Magician," Alan Silverstein, brings his bestselling book to the classroom. Discover the different mortgage features available, and the best type of loan to arrange. Learn how the POPS principle – Paying Off Your Principal Sooner – will make you mortgage-free years faster. A must for every home buyer and home owner.

Sat. 10 a.m. to 4 p.m. St. James Campus
5 hours Fee: $36.00 Materials: $15.00
October 24

Real Estate Investment for Women — RE 804

This course helps you formulate an investment strategy that is right for you so you can make well-informed real estate investment decisions. Learn the types of real estate investment available, including: mortgage investment, real estate mutual funds, buying and leasing investment property, and investment groups. Overcoming fears, anxieties and the conflicts some women may face when considering investing in real estate are also discussed.
Instructor: Marilyn Rothman.

Sat. 10 a.m. to 3:30 p.m.
The Elmwood Club, 18 Elm St.
(Students register at St. James Campus)
5 hours Fee: $49.00
November 21

Basic Home Repairs

CES 825

Learn to keep living spaces in good working order. Subjects covered include: keeping water in and out, furnace maintenance, repair of electrical plugs and switches, repair of plaster and drywall, hanging of objects, painting, wallpapering, installation of tiles, and caulking bathtubs and showers. Question and answer time is an important part of the course. Recognized experts speak on their specialties as schedules permit.
Instructor: Al Zutautas has developed a course teaching people how to build their own homes. He has over 16 years of experience in the construction business as a builder and contractor.

Thurs. 7 to 9 p.m. Casa Loma Campus
12 hours Fee: $44.00
September 24 to October 29

You and the Law

The New Family Law

CES 869

The introduction of a new federal divorce law and a new Ontario family law in 1986 dramatically changed the legal aspects of marriage, separation and divorce. This course explains the new rules for divorce, dividing matrimonial property and the importance of marriage contracts. Recent developments in child custody and financial support are also discussed.
Instructor: Margot Lettner, LL.B., practices family law in Toronto.

Tues. 7 to 9 p.m. Casa Loma Campus
10 hours Fee: $36.00
September 29 to October 27

Cycling

Bicycle Techniques

CES 857

A course for the absolute beginner and the slightly more experienced cyclist, covering the types of bikes available, the selection of the right bike and its perfect adjustment. The mechanical aspects of your bike are discussed in non-technical language and you get hands-on experience in rudimentary bike maintenance and repair. Other topics include: basic tools, clothing, equipment selection, fitness and riding techniques.
Instructor: Greg Breau has led adult bicycling tours of varying distances and durations in many countries. He has 17 years cycling experience and is currently Executive Director of Willowridge Training Inc. (a school for bicycle mechanics employing 20 people).

Tues. 7 to 9 p.m. St. James Campus
8 hours Fee: $32.00
October 6 to October 27

Fitness and Sports

Coaching

National Coaching Certification Program Level I: Coaching Theory

HS 700

This course is offered in cooperation with the Sports and Fitness Branch, Ministry of Tourism and Recreation. It is designed to train and educate amateur coaches by improving their knowledge and skills in the theory of coaching. Topics studied include: the role of the coach, sport psychology, how the body works and grows, skill analysis, sport safety, teaching skills, and practice planning. While a Level I Theory Certificate is awarded upon successful completion of this course, participants are encouraged to contact the Ontario Sports Administrative Centre at 495-4000 for additional information on how the "Theory", "Technical" and "Practical" components can be combined for certification.

Sat. and Sun. 9 a.m. to 5 p.m.
Casa Loma Campus
14 hours Fee: $10.00
October 17, 18

National Coaching Certification Program Level II: Coaching Theory

HS 701

Prerequisite: Level 1
In Level II, students discuss such topics as: the role of the coach, setting group goals with athletes, training methods, nutrition and sport performance, sport psychology, care of sports injuries, teaching advanced skills, skill analysis and seasonal planning. A Level II Theory Certificate is awarded upon successful completion of this course. As in Level I, participants are encouraged to contact the Ontario Sports Administrative Centre at 495-4000 for additional information on how the "Theory", "Technical" and "Practical" components can be combined for certification.

Fri. 7 to 10 p.m., Sat. and Sun. 9 a.m. to 5 p.m.
Casa Loma Campus
20 hours Fee: $20.00
December 11, 12, 13

Tennis

Enrolment in tennis courses is limited so students are encouraged to register early.

Tennis (Beginners)

TENN 800

An introduction to the art of playing tennis. Develop skill with the four basic strokes: forehand, backhand, volley and serve, as well as learning the proper footwork.

Fri. 6 to 8 p.m. or 8 to 10 p.m.
Kensington Campus
16 hours Fee: $47.00
October 2 to November 20

Tennis (Intermediate)

TENN 802

Further develop skills in volleying, different hits, footwork and learn to analyze the game.

Mon. 6 to 8 p.m. or 8 to 10 p.m. or Wed. 6 to 8 p.m.
Kensington Campus
16 hours Fee: $47.00
September 28 or 30 to November 23 or 18

Tennis (Advanced)

TENN 804

Advanced skills and knowledge of tennis strategy are taught with special attention given to forehand, backhand and serving.

Wed. 8 to 10 p.m. Kensington Campus
16 hours Fee: $47.00
September 30 to November 18

Yoga

YOGA 800

This ancient technique concentrates on individual self-development for perfect physical and mental well-being. It is strictly individual and teaches methods for independent use. Areas covered include: physical culture Asana, Pranayama or breathing techniques, meditation and mind-training.

Wed. 7 to 9 p.m. Casa Loma Campus
24 hours Fee: $50.00
September 23 to December 9
January 13 to March 30

Tai Chi

HEAL 800

Tai Chi is an ancient Chinese form of exercise. It consists of a series of controlled, flowing movements which are designed to strengthen muscles and ligaments, improve circulation, increase flexibility and reduce stress. This course introduces the basic principles and movements and is designed for people of all ages and fitness levels. It is presented in cooperation with the Toronto Tai Chi Association.

Tues. 6 to 8 p.m. Nightingale Campus
16 hours Fee: $44.00
September 15 to November 3
November 10 to January 12 (No classes December 22, 29)
January 19 to March 8

General Fitness

FIT 800

A co-educational fitness program designed to improve strength, flexibility and muscular endurance with the focus on the cardio-vascular system. Each class is accompanied by music.

Mon. and Thurs. 7:30 to 8:30 p.m.
Casa Loma Campus
28 hours Fee: $55.00
September 14 to December 21

The Business of Fitness

FIT 810

Prerequisite: Managers of fitness clubs are encouraged to attend.
The fitness business in Ontario is becoming more sophisticated due to the public's increasing awareness of health and fitness issues. This participatory workshop is suited to owners and/or managers of fitness clubs. Topics discussed include: how to establish and analyze the club's marketing and sales, scope of services, club operations, and budgeting according to the club's management plan.

Sat. 9 a.m. to 3 p.m. Casa Loma Campus
6 hours Fee: $36.00
November 7

Introduction to Fitness Instruction

FIT 900

Develop skills in fitness leadership. Subjects covered include: basic physiology, anatomy and the effects of exercise, contraindications, components of a fitness class, the role of leadership, basic nutrition, and senior adult fitness. The course is run in collaboration with the Jewish Community Centre and is held at their northern branch, 4588 Bathurst St. Students may register in person at George Brown, Casa Loma Campus Admissions Office or by mail using the mail-in registration form contained in this directory.

Wed. 7 to 10 p.m. 4588 Bathurst St.
30 hours Fee: $37.50
September 30 to December 2
January 6 to March 9
April 6 to June 8

Certified Fitness Appraiser

NEW

FIT 901

Prerequisite: Post-secondary training in fitness, or permission of instructor.
This course is designed to meet guidelines required to apply to write the CFA examinations in Ontario. Under the direction of a CFA, apprentices complete a minimum of three months work experience which include 120 hours in fitness appraisal and exercise counselling. These hours include a minimum of 25 hours in each of the following areas: testing, interpretation and counselling, prescription. Formal evaluations, in a practical testing situation, are carried out three times during the course. The CFA and CFA apprentice must jointly submit applications to the CFACA requesting permission for students to write the CFA exam.

Wed. (plus additional times TBA) 6 to 9 p.m.
Casa Loma Campus
120 hours Fee: $150.00
September 23 to May 25

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

George Brown College in collaboration with The Elmwood Club presents

Post-Diploma Fitness Certificate in Specialty Leadership

NEW

The purpose of this program is to provide fitness leaders with the knowledge and skills necessary to design, develop, implement and refine the sort of theory-based programs demanded by state-of-the-art programs.
Overview: The specialty leadership certificate is comprised of four courses including:

i) low impact specialty – 15 hours
ii) stretchand strength specialty – 15 hours
iii) innovative choreography specialty – 15 hours
iv) stretch and relaxation techniques specialty – 15 hours

The program runs from mid-September until April with a Christmas break. Classes are normally scheduled to run Tuesday afternoons, but additional projects and/or visits may be planned. These visits will be arranged in collaboration with students in order to minimize disruption of personal work schedules.
Admission requirements: Applicants must be graduates of university or college fitness programs, with a minimum of 100 hours of exercise class leadership, or must have received permission from the instructor.
While students may apply for individual courses, preference is given to those people enrolling in the full program.
Method of Application: Please telephone 967-1212, ext. 2500, to arrange an interview.
Location: Classes are held at:
The Elmwood Club
18 Elm St.
Toronto, Ontario

Low Impact Specialty

FIT 811

Prerequisite: Fitness graduate or permission from the instructor.
This course covers current theory and techniques in low impact exercise. It focuses on the application of theory to practice, and is designed to facilitate the development of routines utilizing current research on low impact techniques.

Tues. 2 to 4:30 p.m. Elmwood Club
15 hours Fee: $100.00
September 15 to October 20

Stretch and Strength Specialty

FIT 812

Prerequisite: Fitness graduate or permission from the instructor.
The Stretch and Strength Specialty incorporates theory and principles related to the use of rubber bands, ankle and wrist weights. Students are required to develop routines that demonstrate both a sound knowledge of theory and a skill in applying theory to practice.

Tues. 2 to 4:30 p.m. Elmwood Club
15 hours Fee: $100.00
October 27 to December 1

Innovative Choreography Specialty

FIT 813

Prerequisite: Fitness graduate or permission from the instructor.
The focus of this course is the development of innovative and creative approaches to choreography utilizing and applying current exercise theory. Students design and demonstrate exciting new routines using the class as a forum to critique and refine choreography.

Tues. 2 to 4:30 p.m. Elmwood Club
15 hours Fee: $100.00
January 19 to February 23

Stretch and Relaxation Techniques Specialty

FIT 814

Prerequisite: Fitness graduate or permission from the instructor.
This course is designed to demonstrate and develop skills in the use of stretch and relaxation techniques. Through a series of classroom sessions and community visits, students are able to compare, contrast and implement current techniques and methodologies.

Tues. 2 to 4:30 p.m. Elmwood Club
15 hours Fee: $100.00
March 1 to April 5

George Brown College in collaboration with The Toronto Basketball Association presents

NEW

Master's Basketball

HS 806

– Men's Division
– Ages 35 and over
– Individual player registration only
– Teams to be drafted (preliminary 2-game draft process)

Fall Schedule:
2-Game draft process — Sept. 15, 22
Regular schedule — Sept. 29 – Dec. 1
Sudden death play-offs — Dates T.B.A.

Winter Schedule:
2-Game draft process — Jan. 12, 19
Regular schedule — Jan. 26 – March 29
Sudden death play-offs — Dates T.B.A.

For more information, call Alex Barbier, 967-1212, ext. 3280.

To register, please see Anita Madrus at Casa Loma Admissions Office, 967-1212, ext. 2441.
Draft time: 6:30, 7:30 p.m., or 8:30 p.m.
Players will be assigned to a draft time.

Please register for the fall schedule by September 9.

Tuesdays, Casa Loma Campus
Fee: $90.00

Wood

Woodcarving

WOOD 800

An introduction to woodcarving from the preliminary sketch and model to the finishing and presentation of the carving. Specific subjects covered include: properties of wood, nature of woodcarving, principles of design as applied to the materials, and an in-depth study of tools and tool sharpening. Techniques taught include: carving in the round, relief carving, whittling, gouge carving, and incised, pierced and decorative chip.

Wed. 7 to 10 p.m. Casa Loma Campus
36 hours Fee: $80.00
September 23 to December 9
January 13 to March 30

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

You and Your Money

Financial Independence Through Planning

NEW

CES 878

Financial planning provides you with a comprehensive framework for helping you achieve financial independence. This course helps you to determine the most sensible plan for you in light of your income, your goals and your budget. Financial planning topics covered include: increasing your assets, diversifying your investments, the advantage of debt, reducing your taxes, maximizing your company benefits and planning for early and comfortable retirement. Discussions include methods of increasing your assets through equity investing in the stock market, real estate and tax shelters.
Instructors:
Tuesdays — Jennifer Hamilton is owner of Moneyworks, a Toronto financial consulting firm specializing in income tax preparation and planning. She is also co-founder of the Canadian Association of Registered Financial Consultants.
Saturdays — Judy Stark, M.A., C.F.P., R.F.P., is a registered Chartered Financial Planner who has many years of experience as a stockbroker, financial planner, lecturer and corporate financial planning consultant. Her biography is published in "Who's Who in Women in Canadian Business and Finance."

Tues. 7 to 9 p.m. Sat. 9:30 a.m. to 12:30 p.m.
St. James Campus
6 hours Fee: $48.00
September 29 to October 13 (Tues.)
October 17 to October 24 (Sat.)

How to Profit from Stock Market Investments

NEW

CES 879

This course explores the diverse opportunities available to you by teaching you the essential skills of stock market investments. A wealth of information is presented on selection, timing, buying, selling, psychology, contrary opinion, trading, investing, charts, fundamental and technical analysis and low risk investing. We teach you the essentials to look for when selecting a stockbroker and ways of incorporating tax laws into your investments so that the profits stay in your pockets.
Instructor: Judy Stark

Sat. 9:30 a.m. to 12:30 p.m. St. James Campus
3 hours Fee: $24.00
October 31

Hidden Profits in your Mortgage

For course description, see page 43.

How to Buy an Investment Property

For course description, see page 43.

Real Estate Investment for Women

For course description, see page 43.

Toronto

Toronto Classical Music Landscapes

CES 843

Expand your musical horizons in this survey of the history of music. Through lectures, discussions, recordings and live concerts you learn about musical forms, instruments, vocabulary and the works of the great masters from the middle ages to the 20th century. Also discussed are: the history of the modern orchestra, how it works and the role of the conductor. In addition to regular classes, this course includes attendance at four concerts by the world-class Toronto Symphony Orchestra in Roy Thomson Hall.

Thurs. 7 to 9 p.m. class nights
8 to 10 p.m. concert nights
St. James Campus
22 hours Fee: $71.00 Symphony tickets: $80.00
September 17 to November 26

Toronto Theatrical Landscapes

CES 845

For the theatre-goer who wants to develop a more heightened awareness of theatre as an art form. Learn to experience drama and its emotional strengths and develop your critical skills in judging performances. In addition to regular classes, participants attend several plays and when possible, have discussions with playwrights, directors and actors.
*Course fee does not include the cost of theatre tickets.

Wed. 6:30 to 9:30 p.m. class nights
8 to 11 p.m. play nights
St. James Campus
24 hours Fee: $71.00
October 7 to November 25

Music

Introduction to Guitar: A Survival Course for the Beginner

CES 834

Prerequisite: A playable guitar and perseverance. The instructor will advise on the acquisition of either.
Learn to play the guitar in this introductory course. Study the history of the instrument, the mechanics of holding and tuning it, the principles of chord changing and basic note reading. An ensemble work is rehearsed by the class and group work is encouraged.
Instructor: Jonathan Earp teaches at the Eli Kassner Guitar Academy and is an instructor in solo classical guitar performance at Brock University in St. Catharines.

Tues. 7 to 9 p.m. Casa Loma Campus
20 hours Fee: $71.00
September 22 to November 24

Intermediate Guitar I

NEW

CES 874

Prerequisite: Introduction to Guitar — CES 834, or one year's experience playing.
This workshop offers the guitarist an opportunity to refine the techniques learned in Introduction to Guitar and to increase knowledge of the fretboard. Right hand facility will be stressed, both for finger and pick stylists. Emphasis will also be placed on relaxation, hearing and rhythmic development.
Instructor: Reid Robins, composer and guitarist, has studied with Pat Metheny and Stuart Fox. He is also the inventor of two new stringed instruments to be featured on his upcoming record album.

Sat. 11 a.m. to 1:30 p.m. Kensington Campus
30 hours Fee: $110.00
September 26 to December 12

The Synthesizer and Electronic Sound Creation

CES 841

A look at the theory and practical use of the synthesizer in contemporary music and sound creation. Specific subjects discussed are: the history and evolution of the synthesizer, how sounds are created and emulated, additive and subtractive synthesis, FM sound creation, differences between analog and digital systems, PCM digital sound re-creation, digital sampling, and the newest development in synthesizer technology, MIDI interfacing.
Instructor: David Mark Smith is a professional recording artist and has written, recorded and produced two albums.

Mon. 7 to 9 p.m. St. James Campus
20 hours Fee: $71.00
September 28 to December 7

Composition Workshop for Instrumentalists

NEW

CES 873

Composition is best learned by doing. Each facet of the art discussed in class will be put into practice to facilitate a working understanding of the underlying compositional principles.
Topicsnclude the creation of form, time, the functions of harmony, counterpoint, and the endless array of potential processes. Course will include project work that will be critiqued by the instructor.
Instructor: Reid Robins is a professional composer and guitarist whose training includes private studies with Pierre Boulez and Ph.D work at Harvard University.

Tues. 7 to 9:30 p.m. Kensington Campus
30 hours Fee: $120.00
September 22 to December 8

Toronto Classical Music Landscapes

CES 843

For course description, see page 46.

The Roots of Rock 'n' Roll

CES 839

A chronological examination of the progression of music from the early 1950s to the early 1980s. Special attention is given to: the birth of rock and roll; rock's first era, 1955-1959, the "British Invasion" of the mid 60s, the mixed bag of the 70s, as well as changing technology and social attitudes.
Instructor: Roger Ashby — morning announcer on 104 CHUM-FM. As well, he is host of the Sunday Morning Oldies Show, 9 to noon on CHUM-FM and has produced two CHUM films, including the History of Rock.

Tues. 6:30 to 8:30 p.m. Casa Loma Campus
16 hours Fee: $54.00
September 22 to November 10

The Great Composers: Baroque to the Romantics

CES 868

To be offered in the Winter.

Video

Introduction to Video Production Techniques

ELS 828

A hands-on course designed for anyone interested in video, whether for use at home or on the job. Topics include: basic technical knowledge of television, operating the camera and VCR, equipment comparisons, hands-on production workshops, basic composition and lighting, scripting, and an introduction to editing. Material is presented through lectures, class discussions, a video teaching package and manual, hands-on sessions, viewing and discussion of student work and guest speakers. While a camera and VCR are available for your use during class time, it is advantageous to have your own equipment for assignments and projects.
Playback and editing facilities are limited to 1/2" VHS format.

Mon. 7 to 10 p.m. Casa Loma Campus
15 hours Fee: $47.00 Materials: $10.00
September 14 to October 19
October 26 to November 23

Video Production Techniques and Editing

NEW

ELS 829

Prerequisite: Introduction to Video Production Techniques.
This course is designed for students interested in scripted video production using an editing suite to assemble finished tapes for an audience other than themselves.
Students should have their own camera/recorder and be prepared to shoot material for use in class. Editing suite is limited to VHS format.

Mon. 7 to 10 p.m. Casa Loma Campus
15 hours Fee: $47.00 Materials: $10.00
November 30 to January 4

Etcetera

Disc Jockey

CE 803

Learn what it takes to become a disc jockey with the emphasis on acquiring a professional style. Students are taught to operate the necessary electronic equipment, to program music selections and to assess and cater to their audience's tastes in music.
Instructor: Dennis E. Hampson, of Lynden Management and Associates of Toronto, is a well-known consultant to the broadcast and music industry and he also holds a technical position with the CBC in Toronto.

Wed. 7 to 10 p.m. St. James Campus
30 hours Fee: $89.00
October 7 to December 9

Herbs and Herbal Remedies

CE 865

Learn about hundreds of herbs, their history and how they are used as preventative and curative agents. Other topics discussed include: modern medicine's reliance on herbal cures, the effects of herbal groups on the body, legislation pertaining to herbs, healers, aphrodisiacs, poisons, toxins, and the recognition and discrimination of adulterated herbs. Ample opportunity is given for group discussion of all subjects.
Instructor: Allan Bortnick is a chiropractor and naturopath currently practicing in the Toronto area. He has done intensive study in the areas of herbology, nutrition and holistic health care and uses herbs extensively in his practice.

Thurs. 7:30 to 9:30 p.m. Casa Loma Campus
20 hours Fee: $59.00
October 1 to December 3

Stained Glass I

ART 805A

Gain an appreciation of this unique art form in this introduction to the copper foil and lead techniques of stained glass. The course is designed for both the complete beginner and anyone who wants to improve their skills in this craft. Most aspects of stained glass are covered so each student becomes familiar with all the tools and materials needed in the completion of a stained glass window.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $130.00
Students must purchase their own material as required.
September 21 to November 30
January 11 to March 16

World Tensions Today: A Discussion Group

CES 842

An in-depth look at the background reasons for some of the ongoing areas of tension in the world. Topics studied and discussed include: the arms race — the greatest cause of tension in the world today, the terror of war remains; from guns to butter, why can't the world feed itself?, Central America — why are events so tragic and controversial?; South Africa and the stakes the superpowers have there; and the strategic and religious importance of the Middle East. Guest speakers directly involved in the topics of discussion participate as schedules permit.
Instructor: George Hoff, the foreign assignment editor of the CBC National television news, has just returned from a three month fellowship in Japan.

Tues. 7 to 9 p.m. St. James Campus
16 hours Fee: $59.00
September 22 to November 10

Astronomy

Introduction to Astronomy

CES 832

Familiarize yourself with the night sky as you observe many objects in the solar system, including: the moon, sun, planets, stars and planispheres. The use of observing tools such as telescopes and cameras and the past, present and future of space exploration are also discussed. Weather permitting, classes are held outside where actual observing takes place with a telescope, binoculars and the naked eye. Visits to a local planetarium and the Dunlap Observatory in Richmond Hill are planned.
Instructors: Bruce Renton and Phil Mozel.

Wed. 7:30 to 9:30 p.m. Casa Loma Campus
20 hours Fee: $71.00
September 16 to November 18

Make-Up

The Art of Make-Up

CE 868

Develop a personalized basic beauty routine and learn the secrets of proper skin care. Topics include: types of products, textures, the effect of the products on different skin types, and special treatment methods for individual skin needs. Also learn the basics of colour theory and make-up techniques to help you choose and apply the correct background and accent make-up. Students should bring face cleansers, hand mirror and a pair of tweezers to class.
Instructor: Aurelia Fennema is an experienced consultant and demonstrator of new make-up lines for cosmetic companies.

Sat. 1 to 4 p.m. St. James Campus
18 hours Fee: $60.00 Materials: $5.00
October 17 to November 7

Philately

Pleasure and Profit in Philately

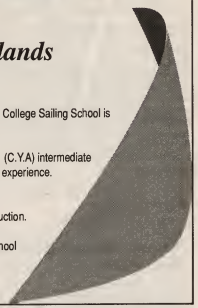
CE 837

An overview of the many areas of interest to the philatelist, including: tools, auctions, value, investment and the arrangement of the collection for exhibition.
Instructor: Dr. M. Kamienski is a life member of the Royal Society of Canada and past president of the Philatelic Specialist Society of Canada. He is an accredited judge of philatelic exhibitions at the national level and has lectured in Canada, the U.S. and Europe.

Mon. 7 to 9 p.m. St. James Campus
16 hours Fee: $60.00
October 5 to November 30

Sign Language

For Sign Language, Level I and II, see page 74.



Sailing
in the British Virgin Islands

For the winter of 1988, the Harbourside - George Brown College Sailing School is planning to move to the British Virgin Islands.

The School will offer the Canadian Yachting Association (C.Y.A) intermediate Cruising Standard Course, a 5-day "live aboard" sailing experience.

The week-long course package includes flight, transfers, yacht provisioning, course materials and instruction.

Phone Harbourfront - George Brown College Sailing School at 368-4000 in early September for details.

The Great Outdoors

Birds of Southern Ontario: A Field Study

CES 826

This field-oriented course is an introduction to some of the 250 species of birds that pass through southern Ontario each fall. An indoor session is followed by weekly field trips including: Toronto Island — passerines; Scarborough Bluffs — hawks; Whitby area — shore birds and ducks; Clairville Conservation Area — land birds, Presqu'ile — shorebirds, and a visit to the Niagara River to observe gulls.
Participants must supply their own binoculars and the suggested field guide. Carpools will be arranged.
Instructor: George M. Fairfield has been birding for more than 40 years in Southern Ontario. He is past chairman of the Toronto Bird Observatory and a member of the Toronto Ornithological Club.

Field trips: Sat. 10 a.m. to 2 p.m.
Classroom: Thurs. 7 to 10 p.m.
St. James Campus
32 hours Fee: $81.00
September 17 to November 7

Edible Wild Plants

CES 829

Dandelions, burdock and milk weed are considered harmful weeds by most gardeners but let this course show you how to prepare delicious and nutritious gourmet meals from these same plants. Learn how to identify, harvest and prepare some commonly found edible wild plants both for freezing and cooking. Also included: the pioneer uses of plants, good conservation practices and wilderness survival. Classroom instruction, hands-on cooking and tasting sessions are supplemented by field trips in and around Toronto.
Instructor: Ann Veronica Chesworth.

Sat. 10 a.m. to 4:30 p.m. Casa Loma Campus
12 hours Fee: $49.00
September 5 and 12

Ontario Hunter Safety Course

CES 811

A preparatory course to writing the hunting licence examination of the Ontario Ministry of Natural Resources. The course is mandatory for all applicants born after December 31, 1954. After an introduction to hunter safety and ethics, topics covered include: gun parts, safety and control when carrying a gun, game laws and regulations, game identification, methods of hunting, ammunition identification, field handling of the gun over fences, obstacles, and other procedures for firearms and boat safety. The course concludes with a mock examination similar in style and content to the government examination.
Purchase of a text is required.
Instructor: Doria Ciallella.

Mon. and Wed. 7 to 9:30 p.m. Casa Loma Campus
20 hours Fee: $57.00 and purchase of text.
September 21 to October 19
November 9 to December 2

Wildflowers of Southern Ontario

GARD 819

Learn to identify the wildflowers, trees, shrubs and ferns of southern Ontario. Colour slides, field guides and outdoor observations help introduce the hundreds of species studied. A half-day field trip is scheduled. The date may vary depending on the fall flowering season.
Recommended text: A Field Guide to Wildflowers by R.T. Peterson and M. McKenny, Houghton Mifflin Co., Boston. 1968. 420 pp.

Tues. and Sat. Classroom: 7 to 9 p.m. (Tues.)
Field trip: 10 a.m. to 2 p.m. (Sat.) Casa Loma Campus
14 hours Fee: $47.00
Classroom: September 22 to October 20
Field Trip: September 26

Gardening

Gardening in the City — Fall

GARD 811

Introduces the novice gardener to all aspects of the craft and science of gardening. Emphasis is placed on Fall garden preparation including replanting perennials, pest and disease controls, harvesting and storing fruit and vegetables, bulb planting, lawn care, fruit tree and bush care, seeds for fall planting.
Instructor: Marion Jarvie is a horticulturist and consultant with 8 years experience as an Accredited Horticultural Judge. She has co-hosted a 13 week gardening show on Classicom Cable TV, Richmond Hill.

Mon. 6:30 to 9:30 p.m. St. James Campus
12 hours Fee: $46.00
September 22 to October 13

Home Landscaping

GARD 808

Instruction on planning, beautifying and maintaining your property. This course will help both novice gardeners and those already gardening. It will include design of garden, siting and care of trees, shrubs, roses, flowers and vines, also correct areas for vegetable gardens. The latest information on materials for patios, rock gardens, paths, steps and hedges or fences. Soil preparation and improvement with composting and mulching. Propagation techniques, or how to make new plants by seeding, cuttings, layering and grafting. Students should bring drawing pads, sharp pencils, eraser, ruler and notebook.
Enrolment limited
Instructor: Marion Jarvie.

Thurs. 6:30 to 9:30 p.m. St. James Campus
18 hours Fee: $69.00
September 24 to October 29

A Workshop for Women: Your Business Matters

ENG 800

More and more women are starting up their own businesses with great success. In this course students are guided through the intricacies of starting a small business with emphasis on avoiding the pitfalls. Various aspects of starting up a business on a budget are discussed, including reasons for considering self-employment, types of business structures, sources of funding, approaching a bank, marketing the business, choosing a location, leases and bylaws, finding supplies, hiring personnel, advertising, bookkeeping and income tax. Students receive an invaluable package to assist them in making decisions about their future business.

Sat. 9:30 a.m. to 4:30 p.m.
St. James Campus
7 hours Fee: $22.00
October 17

The Big Picture: An Introduction to Film Appreciation

NEW

CES 875

The Big Picture is designed to introduce students to the variety and range of ways of looking at movies, the definitive art form of this century. Each week, students see a different feature film designed to illustrate the development and spectrum of cinematic expression. Classes are divided into two weekly components: a lecture/discussion followed by the evening's screening. Some weeks will feature appearances by special guests, i.e. movie insiders or experts with something to contribute to the class's growing understanding of this endlessly fascinating medium.
Films to be screened include:

Blood Simple (U.S.A. 1984, 97 min.), directed by Joel Coen
L'age d'or (France, 1930, 63 min.), directed by Luis Bunuel
Blackmail (Great Britain, 1929, 87 min.), directed by Alfred Hitchcock
Sullivan's Travels (U.S.A., 1946, 91 min.), directed by Preston Sturges
The Searchers (U.S.A., 1956, 119 min.), directed by John Ford
Blade Runner (U.S.A./Great Britain, 1982, 114 min.), directed by Ridley Scott
Videodrome (Canada, 1982, 88 min.), directed by David Cronenberg
The Lost Honor of Katherina Blum (West Germany, 1975, 106 min.), directed by Volker Schlondorff and Margarethe von Trotta
The King of Comedy (U.S.A., 1983, 139 min.), directed by Martin Scorsese.

Instructor: Geoff Pevere is a graduate of the Carlton University Film Studies Program; Geoff has worked as a film critic for print, radio and television. He also works as a programmer for the Toronto Festival of Festivals.

Wed. 7 to 9 p.m. Casa Loma Campus
24 hours Fee: $85.00 (Fee includes all screenings.)
September 23 to December 16

Saturday Seminars

Facts Cast in Fiction Form

ELS 826

Today, the most marketable non-fiction is the unforgettable experience in your life, or an experience that taught you the lesson of your life. In the writing business, these are called Drama-in-Real-Life and Art-of-Living Feature, respectively. If you have such dramatic experiences in your life and want to write and sell them, you must cast them in the mold of the short-short (fiction) story. This seminar shows you how to compose, set up and market such sure-fire pieces.
Instructor: Hugh Thomson

Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $36.00
October 24

Be a Freelance Critic

ELS 821

Toronto is one of North America's leading centres for the performing and visual arts, and magazines and newspapers welcome qualified freelance reviewers to help cover the bustling arts scene. For such assignments you are paid to sit in the best seats and review the art form you know and love best.
For 20 years, the instructor was music-drama-art critic with The Toronto Star and, subsequently, was Entertainment Editor of The Globe and Mail. The seminar could launch you on a career as critic, part-time or full-time.

Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $36.00
November 7

Travel Writing

ELS 825

Everybody is travelling far and wide these days; travel publications are flourishing and their editors are eager to receive freelance stories. Most they get in the mail are, however, rejected because the style and the content are useless.
The instructor, a veteran travel writer, shows you how to write in a fresh, imaginative style (free of "travelese") and to slant each piece to suit the travel editor.

Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $36.00
October 17

Breaking into Print: How to Write for Magazines

ENG 802

In this one-day workshop, participants benefit from help given by a skilled practitioner in assessing their own writing potential and in deciding the field in which they can specialize and place their articles. They receive practical tips on planning, researching, and organizing an article. Class assignments provide the opportunity to evaluate articles and to improve their own writing and marketing skills.
Instructor: Claire Ablitt regularly has her own articles published in various magazines and journals. She was an editor with Harlequin Books and successfully taught courses on How to Write Romances.

Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $36.00
November 14

Interviews That Sell

ELS 824

Big sellers today are the interviews with celebrities or with non-celebrities engaged in some noble or some unusual activity, strong in human interest.
The seminar covers both the "personality sketch" (an interview with, say, a visiting star) and the "opinion profile" (an interview with, say, Britain's Prime Minister).
It shows you how to establish instant rapport with your subject and how to write your interview so that the spotlight falls revealingly on the interviewee and makes the readers feel they were present. It demonstrates how best to set up each manuscript to meet the demands of each kind of publication.
The seminar demonstrates how to interview with note-taking and with a tape recorder, how to interview authorities when you are doing research for a non-fiction article or a non-fiction book.

Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $36.00
October 31

Better Business Writing

ENG 803

Almost everyone is expected to write on the job — memos, letters, reports, proposals, etc. This seminar helps participants work through basic techniques to strengthen all types of work-related writing.
Note: Please bring five typical samples of your writing for use in before and after exercises.
Instructor: Eugene Strickland.

Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $36.00
November 21

Mathematics and Science

For more information about Mathematics and Science courses, please call 967-1212, ext. 2481.

Mathematics I

MATH 100X

The fundamental concepts and operations of arithmetic and algebra are introduced. Further topics covered include: functions and graphs, trigonometric functions, linear equations, algebraic factoring, fractions, quadratic equations, oblique triangles, systems of linear equations, exponents and radicals.

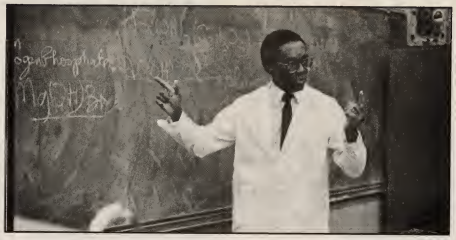
Tues. 7 to 10 p.m. Casa Loma Campus
90 hours Fee: $112.50
September 22 to April 19

Mathematics II

MATH 200X

Prerequisite: MATH 100X — Mathematics I or equivalent.
Subjects include: binomial theorem, trigonometry, analytic geometry, differential calculus and integral calculus.

Wed. 7 to 10 p.m. Casa Loma Campus
90 hours Fee: $112.50
September 23 to April 20



Trade Calculations

MATH 605

A study of whole numbers, fractions, decimals and percentages as applied to trade problems. Other subjects include: square root calculations, the Pythagorean theorem, solutions of triangles; calculations involving circles, triangles, compound areas and volumes, manipulation of trade formulae, plane geometry applied to trade problems, mensuration, graphs, charts and trade estimating, ratio, proportion and variation.

Mon. and Thurs. 7 to 10 p.m.
Casa Loma Campus
90 hours Fee: $112.50
September 21 to January 14

Medical Terminology

ANAT 100X

An introduction to the terminology of the normal structure and functions of the various body systems as well as that of disease states. Students are also given an overview of hospital charting practices including pertinent abbreviations.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee $37.50
September 22 to November 24

Mechanics

Mechanics I

MECH 100X

Prerequisite: MATH 100X — Mathematics I or equivalent (prior to or concurrent with Mechanics I).
The basic principles of both statics and dynamics are covered along with the following topics: Statics – co-planar, parallel and concurrent force systems, friction, centroids and centres of gravity and second moments of areas. Dynamics — rectilinear motion, work, energy and power, impulse, momentum and impact.

Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 23 to February 10

Mechanics of Materials

MECH 110X

Prerequisites: MECH 100X — Mechanics I (prior to MECH 110X); MATH 200X — Mathematics II (prior to or concurrent with MECH 110X).
A discussion of mechanical properties and testing, including: unit stress and strain; beam type members — statically determinate, thin cylinders and joints, resilience, torsion and combined stresses.

Tues. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 22 to February 9

Physics

Physics I

NEW

PHY 100X

Prerequisite: MATH 100X — Mathematics I (prior to or concurrent with Physics I).
This course covers the following topics: S.I. units, accuracy and error, properties of matter, work, energy and power, hydrostatic pressure, hydrostatic forces, Pascal's Law, Archimedes' Principle, earth pressures, viscosity, fluid flow, Bernoulli's Equation, heat and temperature, expansion of solids, liquids and gases, calorimetry, heat transfer, optics, illumination, wave motion, sound and acoustics.

Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 24 to February 18

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Graphic Design Diploma Credits

The Visual Arts Department offers part-time credit courses in the Graphic Design program. Credits obtained part-time are transferable to the full-time diploma program.
Courses are offered in segments to equalize the hours per semester of the full-time program. Students develop their skills in graphic design and advertising arts to the highest level of competence. Upon graduation, students can begin their career as a junior artist and progress to professional status in the advertising arts industry. The industry offers diversity and exceptional opportunities for personal and professional growth.
All applicants must submit a portfolio of five to ten samples and pass an art test. Arrangements must be made with the Visual Arts Department for an interview and art test at least two weeks before the course starts. Graduates receive a diploma after completion of the program.
These courses may be taken as non-diploma, in which case an interview and an art test are not necessary.
Note: These courses run for two semesters. Students who have completed Semester I may register for Semester II in January.
For more information, call the Visual Arts Department at 967-1212, ext. 3401 or 3318.

Drawing Research

DRAW 120X

Drawing exercises are carried out in various media using still life objects. The emphasis is on line, proportion, shading and textures in both negative and positive form. Perspective is taught in relation to interior renderings and outdoor sketching.

Two Semesters Mon. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
Fall: September 14 to December 21
Winter: January 11 to April 18

Life Drawing

LIFE 121X

A traditional approach to drawing based on the human figure. Topics include: understanding attitudes, positions and movements using contour, gesture, diagrammatic and progressive drawing.

Two Semesters Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
Fall: September 15 to December 15
Winter: January 12 to April 12

Lettering

LETT 122X

A thorough exposure to lettering, beginning with its history, terminology and current usage. Practical work is stressed, starting with pencil and proceeding to pen, brush and marker. The emphasis is on devising letters to indicate special effects.

Two Semesters Wed. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
Fall: September 16 to December 16
Winter: January 13 to April 13

Design

DES 123X

All aspects of two-dimensional design are examined. Geometric and free shapes are used in projects involving point, line, contrast, texture, etc. Design theories are discussed in conjunction with the practical projects. Some basic advertising layouts are developed.

Two Semesters Thurs. 6:30 to 9:30 p.m.
St. James Campus
42 hours/semester Fee: $52.50
Fall: September 17 to December 17
Winter: January 14 to April 14

Science of Colour

COLR 124X

An extensive study of the Itten colour system which explores the colour wheel, tonal scales and the dynamics of colour contrast. Exercises in design and illustration creatively employ the colour concepts presented. Projects on the history of art are also involved.

Two Semesters Thurs. 6:30 to 9:30 p.m.
St. James Campus
84 hours Fee: $105.00
September 17 to April 14

Graphic Reproduction Studies

PRNT 125X

Corequisite: It is recommended that PRNT 125X be taken in conjunction with MECH 126X — Mechanicals.
An introduction to the theories and definitions of printing technology, typesetting, platemaking, camera work and stripping. Develop and complete practical projects based on the theory presented.

Two Semesters Wed. 6:30 to 9:30 p.m.
St. James Campus
84 hours Fee: $105.00
September 16 to April 13

Mechanicals

MECH 126X

This course leads to STGR 130X — Studio Graphics.
An introduction to the equipment and procedures used in preparing art for printing. Develop and increase your skills through class exercises. Overlay and keyline artwork are also covered, as is the use of a stat camera.

One Semester Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
September 15 to December 15

Studio Graphics

STGR 130X

This course is the second semester of MECH 126X — Mechanicals.
Design a newspaper ad using a felt pen for rendering and then produce a finished mechanical drawing. Additional design projects using the same techniques are assigned.

One Semester Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
January 12 to April 12

Illustration

ILLS 128X

An introduction to basic illustration techniques such as pencil and pen shading, and drawing faces, hands, etc. From these basic exercises, advance to commercial applications using various media.

Two Semesters Wed. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
Fall: September 16 to December 16
Winter: January 13 to April 13

Typographical Design

TYPO 129X

Study the ordering and application of suitable typefaces, including basic measurements and copyfitting and apply this knowledge to designing with actual type. Felt-tip marker indication is stressed.

Two Semesters Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours/semester Fee: $52.50
Fall: September 15 to December 15
Winter: January 12 to April 12

Marker Rendering Techniques

MRK 131X

An extensive study beginning with the correct use and the various methods of handling felt-tipped markers as they apply to layout and design problems. Both graphic and photographic rendering techniques are thoroughly explored.

Two Semesters Mon. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
Fall: September 14 to December 21
Winter: January 11 to April 18

Career Oriented Courses

Advertising Design Basic

ADES 900

Prerequisite: An interest in art.
Study the theories of commercial art and graphic design and get practical experience in the following: thumbnails, rough layouts, comprehensive layouts, mechanicals, paste-ups, and colour separation by amberlith overlays.

Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $20.00
September 16 to December 16
January 13 to April 13

Advertising Design Advanced

ADES 902

Prerequisite: ADES 900 — Advertising Design Basic or a basic knowledge of design copyfitting and mechanicals.
Design and prepare camera-ready art for a number of advanced level projects, including: print media advertisements, logo designs and their application to stationery, package design, promotional design, and typographical design. Learn to operate a stat camera and an IBM composer and examine methods of colour reproduction and production.

Mon. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $20.00
September 14 to December 21
January 11 to April 18

Retail Advertising Layout

ADES 905

Prerequisites: An interest in commercial art and drawing ability.
An introduction to the practical day-to-day aspects of retail advertising layout. Learn to produce successful retail advertisements and solve any design problems in the visualization and rendering of the layout. Other topics covered include: basic copyfitting and layout techniques, merchandise problems, dealing with clients, translating design solutions into photographic terms, merchandising, demographics; different print media including newspapers, magazines and direct mail advertising and their application to various segments of the market. A wide variety of assignments enable students to gauge their abilities and progress.

Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50
September 15 to December 15
January 12 to April 12

Airbrush Techniques

AIRB 901

For beginners or advanced students.
A hands-on introduction to setting-up, operating and caring for an airbrush that teaches both the fundamentals and more advanced airbrush techniques. Class projects cover fine art, product rendering and advertising illustration and students are encouraged to bring in their own work. It is recommended that students supply their own airbrushes. Enrolment is limited.

Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $25.00
September 15 to December 15
January 12 to April 12

Cartooning

CART 808

For beginners or those with some experience who want to learn cartooning techniques for pleasure or to add to their income. Cartooning is used effectively in business, all forms of advertising, sales promotion, and the entertainment field. Various techniques presented include: the creation of characters, conventional signs of cartooning, and how to draw caricatures.

Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50
September 16 to December 16
January 13 to April 13

Computer Graphics

COMP 800

Hands-on experience in page creation using videotex computers. Learn how to access the computer and initiate the various creation modes. Design and create your own computer graphics which are stored on disk. At the end of the course, receive a 35mm slide hard copy of your project. Enrolment is limited.

Wed. or Thurs. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $249.00 Lab Fee: $20.00
September 23 or 24 to November 25 or 26
January 20 or 21 to March 23 or 24

The Professional Copywriter

COPY 900

Prerequisite: An interest in copywriting.
Learn what it takes to become a successful copywriter in this introduction to writing advertisements for print, radio and television. Topics covered include: getting ideas, writing headlines, making copy interesting and persuasive, revising for clarity, and becoming more creative. A wide variety of weekly assignments enable students to gauge their abilities and help them build a portfolio of their work.

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50
September 21 to November 30
January 18 to March 21

Interior Design

DES 802

A practical course for those interested in interior design and decorating their homes and apartments. Topics covered include: floor plans, colour schemes, furniture layout in rooms and leisure areas, lighting, kitchen design, fabrics, and the selection of furniture, drapes, carpets and other accessories for all rooms. There are field trips plus basic exercises and projects. Exterior design is covered for patios, sun porches, decks, etc.

Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $78.00
September 22 to November 24
January 19 to March 22

Contemporary Magazine Design & Layout

DES 900

Prerequisite: Basic design skills and an interest in contemporary magazine design.
A comprehensive course for artists and designers who want to learn more about contemporary magazine design, layout and production. Areas covered include: editorial layout, scheduling, production and deadlines. Actual magazines are redesigned and students are encouraged to design new magazine formats using type, photographs, illustrations, and graphics.

Thurs. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
September 17 to December 17
January 14 to April 14

Technical Illustration

ILLS 900

Prerequisite: Drawing skills.
A comprehensive course that teaches artists the skills needed to produce product manuals and assembly instructions. Learn technical illustration with the emphasis on exact pencil renderings and inking. Shading of drawings using various media and exploded views are also explored.

Mon. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50
September 14 to December 21
January 11 to April 18

Portrait Painting

PAIN 904

Prerequisite: Basic knowledge of drawing.
For beginners and advanced students who want to learn anatomy and colour mixing pertinent to portraiture. Study the techniques of the Old Masters and work with models in any media, including oil, tempera, acrylic, water colour or pastel.

Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50
September 16 to December 16
January 13 to April 13

Painting and the Illustrator

PAIN 905

Prerequisites: Drawing skills and an interest in painting and illustration.
Study the history of contemporary illustration and the work of professional illustrators while developing your own personal style. Learn the practical techniques of working with watercolour, tempera, casein, gouache, acrylics and oils.

Thurs. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50
September 17 to December 17
January 14 to April 14

Studio Management

STBM 900

Prerequisites: Knowledge of design and freelance experience. Designed for freelance designers, staff artists or beginner designers who want to learn how to run a profitable design office. Topics covered include: pricing, invoicing, purchase orders, taxation, organizing the office, using forms, establishing purchase order and invoice numbers, and other aspects of business.

Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50
September 24 to November 26
January 14 to March 17

Audio Production

Basic Audio Production Techniques

ADIO 923

Through extensive practical work, gain an understanding of the following: acoustics, microphones, live sound reinforcement, recording, and home studio techniques.

Mon. and Wed. 6 to 9 p.m. St. James Campus
60 hours Fee: $75.00
September 21 to November 30

Audio Production Techniques

ADIO 928

This course is designed to extend the working knowledge of those who have already completed ADIO 923 or have gained suitable industrial experience. Much of the course will be run as a workshop, with students' performance assessed upon practical assignments and recording techniques. Major areas covered will be studio sound recording and mixing and "live" audio production. Sound for film, "videos" and slide shows will also be covered.

Mon. and Wed. 6 to 10:30 p.m.
St. James Campus
90 hours Fee: $112.50
January 18 to March 23

Screen Printing

Screen Printing (Basic)

SP 901

This course is designed as an introduction to enable the student to understand the basic fundamentals of the Screen Printing process, through the completion of a number of projects, ranging from single colour through more challenging multi-colour reproduction. The elements covered will be: stencil cutting, colour mixing, screenmaking and handprinting. Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Mon. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $62.50 Materials: $55.00
September 14 to December 21

Signwriting

Signwriting

SIGN 900

Learn the fundamentals of general signwriting as well as the following topics: brush lettering, type faces, colour and layout theory, materials, basic screen printing, and the application of signwriting on masonite, plywood, metal and glass.

Tues. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $62.50 Materials $35.00
September 15 to December 15

Show Card Writing

SIGN 901

An introduction to show card lettering, pen lettering and the production of banners, posters, etc. Some techniques covered are: pen and brush lettering, type faces, colour and layout theory, and practice time. Those with previous experience are encouraged to do advanced work.

Tues. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $62.50 Materials: $35.00
September 15 to December 15

Photography

Introduction to Photography

PHOT 800

Gain practical hands-on experience in camera work, developing, printing, dry-mounting, and other techniques. Illustrated lectures cover the following topics: camera lenses, f-stops, shutter speeds, basic lighting techniques, filters, darkroom layout and more. Due to heavy demand, this course is offered several times each year but early registration is recommended.

Mon. Tues. Wed. Thurs. Fri. 6:30 to 9:30 p.m. or Sat. 1 to 4 p.m. St. James Campus
30 hours Fee: $60.00 Lab Fee: $30.00
September 21, 22, 23, 24, 25, 26 to November 30, 24, 25, 26, 27, December 5
or January 18, 19, 20, 21, 22, 23 to March 21, 22, 23, 24, 25, 26

Intermediate Photography

PHOT 801

Prerequisite: PHOT 800 — Introduction To Photography, an equivalent course or similar level of comprehension.
Further develop technical skills as well as the ability to visualize and compose a photograph through practical exercises and assignments. Lectures and discussions cover the following subjects: improving negative quality through proper exposure, developing and handling film; using different lenses, filters and lighting, spotting and mounting finished work, colour theory including a colour transparency assignment, and practice using darkroom controls and techniques to improve print quality. Students supply their own film and paper and should expect to spend up to $50.00 on materials. The College provides all processing solutions.

Tues. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $98.00 Lab Fee: $15.00
September 8 to December 15
January 12 to April 19

Advanced Photography

PHOT 802

Prerequisite: PHOT 801 — Intermediate Photography, an equivalent course or similar level of comprehension.
Provides formal direction to improve your technical and aesthetic abilities. An opportunity to use a 4 x 5 camera is provided. Topics covered include: toning, bleaching, hand-colouring, mounting, spotting, the history of photography, and exercises for improving composition and darkroom technique. Students supply their own film and paper and should expect to spend up to $50.00 on materials. The College provides all processing solutions.

Sat. 1 to 4 p.m. St. James Campus
42 hours Fee: $90.00 Lab Fee: $15.00
September 12 to December 19
January 16 to April 23

REGISTRATION FOR THE FALL TERM BEGINS JULY 20

Documentary Photography
PHOT 921

Practice and develop technical skills while gaining a working understanding of documentary photography. Designed for those with or without previous experience in photography. Learn to process and print your own negatives and then produce a series of prints covering one or two topics, including a photographic documentation of the home or work place. Students should expect to spend up to $50.00 for supplies.

Fri. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50 Lab: $25.00
September 11 to December 18

Black and White Print Workshop
PHOT 922

Learn black and white printing skills in this hands-on workshop. Instruction is given in fundamental black and white printing techniques with a maximum amount of time available for extended darkroom work. Although beneficial, previous darkroom experience is not required. Enrolment is limited.

Mon. or Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $56.25 Lab: $25.00
September 14 or 16 to December 21 or 16
January 25 or 27 to April 25 or 27

Colour Slide Composition
PHOT 923

Designed for people with or without previous experience in photography. Develop technical and aesthetic skills through extensive analysis of photographic composition using colour slides. Learn to use the techniques of framing, depth of field and motion as aesthetic controls to further understand visual forms. After considering photographic composition in a single frame, build upon that understanding through the development of a sequence of photographs.

Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50
September 24 to November 26
January 28 to March 31

Fashion Photography Workshop
PHOT 924

Prerequisite: PHOT 802 — Advanced Photography or equivalent experience.
Designed for students with photographic skills. Photograph both professional and amateur models in a variety of outdoor conditions and settings, including the beach, water, parks, sunsets and public building exteriors. Study lighting techniques for photographing in open shade, bright sun, cloud cover, and rain with a minimum of equipment. Be prepared to present a portfolio in the first class. Weekend studio dates and hours are also established at that time. Students work with and must supply their own colour negative film and black and white film.

Sat. 12 to 3 p.m. St. James Campus
25 hours Fee: $31.25 Lab: $45.00
September 26 to November 14

Understanding and Producing Photographic Books
PHOT 928

Prerequisite: Basic photography course including darkroom experience or the equivalent. Provides an opportunity to further develop and practice photographic skills as applied to the understanding and production of a photographically illustrated book. Consider both historic and contemporary photo books as models for class projects. Hands-on work is emphasized, including black and white processing, printing and the production of a photo book on a chosen subject. Other topics include: sequencing photographs, images and text, photo narratives, and the physical structure of making books.

Sat. 9 a.m. to noon St. James Campus
30 hours Fee: $37.50 Lab: $15.00
September 19 to November 28
January 16 to March 19

Photography in Advertising
PHOT 929

Designed for those interested in commercial photography and specifically those working in the graphic arts industry. Designers, layout artists, art directors, etc. study the photographic process, learn how to work with photographers, and gain an understanding of the limitations of photographic reproduction. Lectures, demonstrations and field trips deal with the following topics: camera formats, lighting, photographic materials, the photographic session, and the technical attributes of the photograph.

Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50
September 15 to November 17
January 12 to March 15

Photography: The Creative Challenge
PHOT 930

Prerequisite: Intermediate to Advanced Photography.
Learn to break past the technical rules and develop a more creative and emotional photographic style. Very little technical material is discussed but questions on all subjects are welcome. In each weekly workshop, students meet on location then return to class for a review of the previous week's images. Each student should have a 35mm camera and a tripod, and assignments all require colour transparency film.

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50
September 16 to November 18

Photography: Printing Colour Negatives
PHOT 931

Hands-on experience printing colour negatives for photographers with or without previous experience. After discussion of the basic theory of colour printing, the maximum amount of time is devoted to making prints. The course is held at Toronto Image Works, a professionally equipped colour darkroom rental facility. Tuition includes 15 hours of darkroom time, lab chemistry, and 50 sheets of 8 x 10 colour paper for each student. Note: Classes are held at Toronto Image Works, 80 Spadina Avenue, Suite 207, Toronto. Register at St. James campus.

Sat. 9 a.m. to noon Toronto Image Works
15 hours Fee: $18.75 Material: $21.00 Lab: $60.00
September 19 to October 17
January 16 to February 13

The Photo Journalist
PHOT 932

Prerequisite: PHOT 800 — Introduction to Photography or an equivalent course or level of comprehension.
Since the development of modern photographic techniques in the 19th century, photographers have added immensely to the colour and texture of history with their eyewitness records of events. This series of workshops, discussions, guest lectures and weekly photo assignments examines some of the major themes of photojournalism. The emphasis is placed on the decisive moment the photographer records an image which says something compelling and intrinsic about an event, a time, a person or a moment.
Students must supply their own camera and are responsible for the costs of developing and printing their own film.

Thurs. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
September 17 to December 17
January 14 to April 14

Video

Videography — Basic and Advanced Camera
PHOT 927

Hands-on experience with different video formats, covering all the features and applications of the equipment as well as how to connect it up. Specific topics discussed and demonstrated include: VHS and Beta vs. 8mm, basic video image production, video tape, editing video tape, video cameras, lighting for video, special effects, and post-production techniques.

Mon. 6:30 to 8:30 p.m. St. James Campus
16 hours Fee: $54.00
September 21 to November 16
January 18 to March 7

Cinematography

Basic Cinematography
CINE 922

An introduction to 16mm motion picture production techniques, including: basic scripting, production planning, shooting and camera positions, lighting, sound recording and mixing, editing, and graphics. A basic knowledge of photography or super 8 film- making would be helpful for class projects and assignments.

Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00
September 29 to November 17

Cinematography
CINE 925

Prerequisite: CINE 922 — Basic Cinematography.
A more intensive course in the practical techniques involved in producing a film. Several short films are made during the course.

Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00
January 12 to March 1

Printing Technology

Printing Technology covers all aspects of pre-press preparatory work, press operation and post-press binding and finishing. George Brown has the best equipped facilities in Ontario and offers training in the latest printing techniques.

Composition and Typography

Introduction to Typography
COMP 102X

Prerequisite: Typing ability is advisable.
Learn the basic principles of typesetting and hand typeset a number of small assignments. Topics covered include: the development and purpose of typesetting, differences between the skills of typesetting and word processing, type design, using hot metal type to explicate the typesetter's measuring system, arranging type on a page, spacing, basic layout and mark-up.

Tues. and Thurs. 6 to 10 p.m.
St. James Campus
32 hours Fee: $40.00 Materials: $30.00
September 8 to October 1
October 6 to October 29
November 3 to November 26

Introduction to Printing Processes
COMP 106X

Designed for those working in the printing field or related industry, or those who want an overview of the printing trade prior to selecting a course. Lectures and demonstrations cover the major printing techniques with instructors in different production areas presenting their specialties. Students are encouraged to discuss any problems with the material.
A mark is not issued but a record of completion is kept based on attendance of at least 60% of the classes, which must include the final evening.

Mon. 6 to 9 p.m. St. James Campus
36 hours Fee: $45.00 Materials: $15.00
September 14 to December 14
January 11 to March 28

Paper and Film Assembly (Paste-up)
COMP 110X

Learn the laying out of boards and mylar for the assembly of typeset material as well as the production of paper and film positives using various darkroom techniques. The course covers a wide variety of projects ranging from simple one colour postcards to advanced camera-ready artwork using Amberlith overlays for multicolour work. Other techniques covered include: ruling techniques, producing negative stats on a process camera, and using phototypesetters such as the strip printer and the Compugraphic 7200 headliner machines.

Tues. and Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $45.00
September 8 to October 27
November 3 to December 22
January 5 to February 23
March 1 to April 19

Computer Typesetting (Keyboard Operation and Concepts)
COMP 200X

Prerequisites: COMP 102X — Introduction to Typography and 25 w.p.m. typing speed, although 50 w.p.m. is advisable if you plan to work in the field.
Learn to run a computer typesetting device by coding and formatting with macros and produce both straight text and tabular matter of medium difficulty. This is an individual learning course that enables more advanced students to study at an accelerated pace.

Tues. and Wed. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $45.00
November 3 to December 22
January 5 to February 23

Advanced Computer Typesetting I
COMP 300X

Prerequisite: COMP 200X — Computer Typesetting (Keyboard Operation and Concepts). Extensive exercises in various kinds of typesetting. Specific topics include: tabular, run around format writing, format storage at keyboard, CPU storage, advantages and disadvantages of each; global search and change, correction, storage on disk, different coding methods that produce the same results and the possible advantages of each, and "outside character" grid work including some French language typesetting.

Tues. and Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00 Materials $55.00
January 5 to February 23
March 1 to April 19

Advanced Computer Typesetting II
COMP 320X

Prerequisite: COMP 300X — Advanced Computer Typesetting II or permission of the instructor.
Learn the mark-up procedures used in the commercial typesetting field as well as the identification of the most common typefaces. The methods of determining the choice of typeface and size within the range of the work are also covered. A series of progressive assignments are given which students must mark-up, copy fit, and typeset.

Mon. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials $30.00
February 29 to April 20

Photomechanical Reproduction and Film Imposition

Photomechanical Reproduction
CAM 100X

Prerequisite: Preference is given to those employed in the graphic arts industry.
A basic course in black and white cameras covering the operation and calibration of process cameras, as well as darkroom equipment for line, fine-line and half-tone negatives. Other topics covered include: using filters, panchromatic film, making photographic contacts and duplicates, processing film manually and in film processing machines, and the theory of photographic lenses, light sources, film emulsion and processing solutions.

Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $75.00
September 8 to October 27
November 10 to January 12

Photomechanical Reproduction
CAM 200X

Prerequisite: CAM 100X — Photomechanical Reproduction or equivalent experience.
An advanced course in half-tone photography using lith and rapid access film and processors. Other topics include: the operation, maintenance and control of film processors, the use of reflection transmission and per cent dot densitometers, calibration of various types of contact screens to camera and processing conditions, making duo-tones and other special effects, the use of exposure computers, and an introduction to colour separation procedures using a colour scanner.

Mon. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
September 9 to November 2

Introduction to Process Colour Scanner CAM 900

Prerequisite: Employment related to the graphic arts industry.
Designed for those working in the graphic arts industry who want a basic introduction to process colour theory, colour separation procedures, colour scanners and page make-up systems. The set-up and operation of a colour separation scanner is demonstrated and separations produced to illustrate the various functions of the machine. The course is mainly demonstration and discussion, and for information only.

Mon. and Wed. 6 to 9 p.m. St. James Campus
36 hours Fee: $45.00 Material: $25.00
November 9 to December 16

Photomechanical Reproduction — Scanner CAM 330X

Prerequisite: CAM 200X — Photomechanical Reproduction or equivalent experience.
An introduction to colour theory as it applies to process colour printing, the principles and operation of a colour scanner, proofing, evaluation of colour and future trends for those with extensive experience in line and half-tone process photography. Other topics covered include: tone reproduction, colour correction, detail enhancement, undercolour removal, various other effects for transmission and reflection copy, and the operation and use of film processors and densitometers as related to process colour.

Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $75.00
September 8 to October 27

Photomechanical Reproduction — Advanced Scanner CAM 360X

Prerequisite: CAM 330X — Photomechanical Reproduction — Scanner or equivalent industrial experience.
A further study of selective colour correction and related special effects, including an in-depth explanation of the colour computer set-up for different process inks, printing ink analysis, and the use of GATF colour diagrams. The concept of digitization and colour page make-up are covered with visits to plants for demonstrations of electronic page make-up. Other topics include: gray component replacement and dot gain, black and white reproduction, and basic maintenance.

Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $75.00
November 10 to January 12

Film Imposition/Printing Surface Preparation PSP 100X

Prerequisite: Preference is given to those employed in the graphic arts industry.
A basic course in black and white, line colour and half-tone stripping that also introduces job planning and the layout of line and half-tone negatives. The emphasis is on imposition and the preparation of folded dummies and layout sheets for various types of bookwork. Other topics covered include: darkroom techniques for making contacts and duplicates, making presensitized offset plates manually and using processors, most areas of one or more colour line negative stripping, and computerized page make-up.

Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $75.00
September 8 to October 27
November 10 to January 12

Film Imposition/Printing Surface Preparation PSP 200X

Prerequisite: PSP 100X or equivalent experience.
An advanced course in the techniques of black and white, colour and four colour process film stripping. Topics covered include: contacting, step and repeat, spreads and chokes, the programming and operation of a photocomposing machine and computerized page make-up. A number of different colour proofing systems are used.

Mon. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $75.00
September 9 to November 2

Film Imposition/Printing Surface Preparation Colour PSP 300X

Prerequisite: PSP 200X or equivalent experience.
The emphasis at this level is on four-colour process stripping procedures including the preparation of flats containing chokes and spreads, fake colour and colour separation. Colour charts are prepared by the student, incorporating the various screen angles and tints. Further experience will be gained in manual step and repeat methods, machine photocomposing, computerized imposition and electronic page make-up.

Mon. and Wed. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $75.00
November 9 to January 11

Machine Printing

Machine Printing — Offset LITH 100X

A basic course in the fundamentals of offset lithography using Multilith presses. Topics covered include: feeding, register, dampening systems, ink control, and running one-colour and two- colour projects. This course leads to LITH 105X — Machine Printing — Offset.

Mon., Tues. or Thurs. 6 to 10 p.m.
St.James Campus
60 hours Fee: $75.00 Materials: $50.00
*September 14, 8, or 10 to December 21, 15, *16, or 17*
January 11, 12, or 14 to April 18, 19, or 21
**Note: Due to Thanksgiving (Mon., October 12), make-up class will be on Wed., December 16.*

Machine Printing — Offset LITH 105X

Prerequisite: LITH 100X or permission of the instructor.
An advanced course in offset lithography using multilith presses. Topics covered include: feeding, dampening systems, colour control, and an introduction to the operation of the T51 two-colour unit for the printing of multi-colour projects. This course leads to LITH 110X.

Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
September 2 to December 9
January 13 to April 20

Machine Printing — Offset LITH 110X

Prerequisite: LITH 105X or permission of the instructor.
Learn offset lithography on single colour, Heidelberg, Harris, Solna and Miehle presses running both one and two-colour projects. Other topics include: good housekeeping, safety, measuring instruments, devices for pressmen, cylinder arrangements, alcohol and conventional dampening systems, inking, register systems, and a study of paper and ink as related to the pressman. This course leads to LITH 220X.

Tues. or Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
September 8 or 10 to December 15 or 17
January 12 or 14 to April 19 or 21

Machine Printing — Offset LITH 210X

Prerequisite: LITH 110X or permission of the instructor.
An intermediate course in offset lithography on single colour Heidelberg, Harris, Miehle and Solna presses. The course also covers and introduction to colour control using the densitometer and includes both one-colour and multi-colour projects. This course leads to LITH 220X.

Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
September 9 to December 16
January 13 to April 20

Machine Printing — Offset LITH 220X

Prerequisite: LITH 210X or permission of the instructor.
An advanced course in offset lithography on two-colour 29" Harris and 38" Miehle presses. Topics covered include: the fundamentals of two-colour offset lithography, feeding, register systems, inking systems, dampening systems, cylinder arrangements, press familiarization, theory and practical application of two-colour offset printing, and a four-colour process project.

Tues. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
September 8 to December 15
January 12 to April 19

Machine Printing — Web Offset LITH 230X

Prerequisites: LITH 210X and permission of the instructor.
A basic course in the fundamentals of web offset printing covering the operation of the Solna Commercial III web offset press (36" x 22 3/4" cutoff). Topics covered include: plate bending, plate packing, pre-make ready, web-up, damp-up and ink-
up procedures, pressroom safety, good housekeeping, roll stand tension control, shafting and installing new rollers, folder familiarization, make ready press for one-colour and two-sided jobs, and tabloid folded segment.

Mon. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
September 14 to December 21 and 16
January 11 to April 18
*Note: Due to Thanksgiving (Mon., October 12), make-up class will be on Wed., December 16.

Machine Printing — Web Offset LITH 330X

Prerequisites: LITH 230X — and permission of the instructor.
An intermediate course in web offset printing using the Solna Commercial III web offset press (36" x 22 3/4" cutoff) that reviews LITH 230X and includes the make ready and running of more complex projects. Other topics include: make ready and run one- colour two-sided with 1/4 fold, changeover to two web operation tabloid fold on blank stock, make ready and run double parallel fold and one colour two sides (one web), and make ready and run double parallel fold, two colours on two sides (one web).

Tues. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
September 8 to December 15
January 12 to April 19

Machine Printing Flexography FLEX 200X

Prerequisite: Preference is given to those with pressroom experience.
A basic course in the fundamentals of flexographic printing. Topics covered include: safety, good housekeeping, roll feed and web tension, the printing units; servicing air, water, gas and electrical controls on the press, oven drying, roll rewind, circulating pump for inking systems, inks and their compatible solvents, measuring ink viscosity, rubber plates, Anilox rolls, flexographic ink metering system, position and register, substrates, running problems and corrections.

Mon. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
September 14 to December 21 and December 16
*Note: Due to Thanksgiving (Mon., October 12), make-up class will be on Wed., December 16.

Machine Printing Flexography FLEX 300X

Prerequisite: FLEX 220X or permission of the instructor based on equivalent industrial experience.
An advanced course in flexographic printing on various substrates using photo polymer and rubber plates for process printing. The use of a two-roller ink system or the doctor blade method of process printing is also covered.

Tues. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
September 8 to December 15

Machine Printing Rotogravure ROTO 200X

Prerequisite: Preference is given to those with pressroom experience.
A basic course in the fundamentals of rotogravure printing. Topics covered include: safety, housekeeping, lubrication, roll feed and web tension, the printing units; servicing air, water, gas and electrical controls on presses, oven drying, roll rewind, circulating pump for inking system, measuring ink viscosity, doctor blade finishing, position register, substrates, running problems and corrections.

Mon. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
January 11 to April 18

Machine Printing Rotogravure ROTO 300X

Prerequisite: ROTO 200X or permission of the instructor.
An advanced course in rotogravure printing with exercises in multi-colour and four-colour process printing, colour mixing, ink formulation, and the theory of electronic register control.

Tues. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
January 12 to April 19

Binding and Finishing

Binding and Finishing

BIND 125A-B
BIND 126A-B
BIND 225A-B
BIND 226A
BIND 325A-B

Prerequisite: Elementary mathematics.
Course certificates are subdivided into the above categories with skills and machines taught as supplements to each category. Each major machine requires nearly 60 hours of instruction. BIND 125A-B, 225A-B and 325A-B are courses in large and small machines. BIND 126A-B and 226A cover small machines and tablework.
Gain a thorough understanding of a selection of the following equipment:
Polar 115 45" Guillotine (Auto-spacer and Gergek Computer)
Seybold 42" Guillotine (Auto-spacer and Gergek Computer)
Baum Folders – Pile Feed (17" x 22" and 20" x 26")
Baum Folder – Continuous Feed (26" x 40")
Stahl Folder – Buckle/Knife – Pile Feed (20" x 31")
Mueller Stitcher/Trimmer
Christensen Gang Stitcher
Bostitch 19E Stitcher
Müller Gathering Machine – Type 201
Mueller Pony 5 Roto-Binder
Smyth No. 12 Book Sewers
Kabar Di-Electric Heat Sealing Machine
Foil Stamping Machine
Nygren-Dahly Rotary Perforator
Challenge Paper Drills
Cerlox – Table Top Combo
Book Back Stripper – Table Top
Casemaking Gauge
Hickock Standing Press
Hand Sewing Frames

Mon., Tues., Wed., Thurs., or Sat.
St. James Campus
60 hours Fee: $75.00
Mon. to Thurs. 6 to 10 p.m., Wed. 9 a.m. to 1 p.m., Sat. 8 a.m. to noon
September 8 to December 17 (Mon. ends January 11; Sat. ends January 16)
January 5 to May 7

Hand Bind and General Repair BIND 902A

Learn basic manual bookbinding, including adhesive binding, sewn hardcover binding, and the general repair of a variety of bindings. Students are required to purchase folding bones, scissors, and one 30mm paint brush for gluing. Any special covering, such as leather, must be purchased by the student. All other materials are supplied.

Mon., Tues. or Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $210.00
September 8, 10, or 14 to December 15, 17, or January 11

Hand Bind and General Repair BIND 902B

A continuation of BIND 902A covering more difficult repair jobs plus additional practice to increase speed and proficiency at general repair of a variety of bindings.

Mon., Tues. or Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $210.00
September 8, 10, or 14 to December 15, 17, or January 11

For more information, or to register for bindery courses, please call the Bindery Department at 967-1212, ext. 3256.

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Post Diploma Nursing Certificates

Women's College Hospital & George Brown College announce a collaborative program for Childbirth Educators

This Program is of interest to people who have completed post-secondary education and have a demonstrated interest in childbirth education and adult education. Its comprehensive approach to training is aimed at developing skills, knowledge and increased awareness of the childbirth and parenting experience.

Entrance requirements include:
– evidence of post-secondary training
– attendance at an interview/information session
– a résumé

Winter 1988
***For more information*, please call Jackie Salmona at 967-1212, ext. 4229.**

R.N. Critical Care Nursing NU 400

Nightingale Campus
Prerequisite: Current Certificate of Competence, College of Nurses of Ontario or, if from out-of-province, eligibility for registration in Ontario; current nursing experience in an active treatment centre; B.C.L.S. (Heart & Stroke Foundation); medical; attendance at an information/selection session.
The goal of this program is to prepare registered nurses to give competent care to critically ill individuals and their families.
The program is organized in two phases, each consisting of a theory and a clinical component. In Phase I, the focus is on learning core concepts of critical care nursing through a study of the stable, critically ill individual. In Phase II, a case study format is used to build upon the core concepts and focus upon the unstable, critically ill individual suffering from complex, multisystem problems. Students will normally complete Phase I in two semesters and then return for Phase II the following academic year. Students who have been working in an I.C.U. setting for at least one year are eligible to apply for exemption from Phase II Clinical (CCN 404).
Theory includes:
– advanced anatomy and physiology of the vital systems (i.e., cardiovascular, respiratory, renal, nervous and endocrine)
– pathology of selected diseases including medical assessment and management
– systematic nursing assessment of all body systems
– use of nursing process in the critical caresetting
– relevant medical-moral issues
– legal aspects of critical care nursing
– ways to promote communication and group process and prevent stress and burn-out

Clinic practice is arranged in one of the downtown Toronto hospitals. This program is also offered full-time in September and January. For more information call Nazlin Allidina at 967-1212, ext. 4231.

Phase I

Fall Schedule

Theory (Nightingale Campus)
Wednesdays, 8 a.m. to 3 p.m.
September 16 to November 18

Clinical (Hospital to be posted)
Monday – Friday, 7:30 a.m. to 3:30 p.m.
T.B.A.

Winter Schedule

Theory (Nightingale Campus)
Wednesdays, 8 a.m. to 3 p.m.
January 13 to March 16

Clinical (Hospital to be posted)
Monday – Friday, 7:30 a.m. to 3:30 p.m.
March 23 to April 3

NOTE: PHASE I courses are taught as an integrated program and students are therefore asked **to register for all four courses at the same time.**

Critical Care Nursing: Theory and Labs — General CCN 400

Corequisites: CCN 401, HUMN 402, CCN 402.
Provides the basic theory and skills needed by a registered nurse caring for a critically ill patient. A holistic approach is used emphasizing interventions and their effects on related systems. Other topics covered include: stress, biodynamics and the nursing process.

Wed. Nightingale Campus
50 hours Fee: $62.50

Critical Care Nursing: Pathotherapeutics CCN 401

Corequisites: CCN 400, HUMN 402, CCN 402.
An examination of the core concepts of biodynamics, stress, adaptation and deviation as they relate to the vital systems.
Relevant anatomy, physiology, pathophysiology are taught, as well as assessment, diagnostic and therapeutic methods.

Wed. Nightingale Campus
45 hours Fee: $56.25

Nursing Issues and Values HUMN 402

Corequisites: CCN 400, CCN 401, CCN 402
A practical course in understanding and dealing with people. Learn communication techniques, listening skills, non-verbal cues and assertiveness and practice these skills in class. The section on value systems involves the study of ethical and moral issues in nursing today. Relevant laws and the issues of truth, confidentiality and consent are also discussed.

Wed. Nightingale Campus
10 hours Fee: $12.50

Critical Care Nursing: Practicum — General CCN 402

Corequisites: CCN 400, CCN 401, HUMN 402.
A clinical application of the theory and skills acquired in Critical Care Nursing: Theory and Labs. Supervised care is given to selected patients whose condition is relatively stable.

Monday to Friday; Hospital as posted
105 hours Fee: $131.25

Phase II

Critical Care Nursing: Theory — Advanced CCN 403

Through case studies and work in the clinical laboratory, the registered nurse develops the knowledge and skills to care for the unstable critically ill patient with multisystem problems in a sophisticated critical care setting. Specific topics include: a more in-depth study of the core concepts, analysis of relevant case studies, pathophysiology, assessment, medical and nursing interventions, principles of leadership and the opportunity to develop teaching skills. Time is provided for independent study.

Tuesday 8 a.m. to 3 p.m.
Nightingale Campus
100 hours Fee: $125.00
September 15 to December 15

Critical Care Nursing: Practicum — Advanced CCN 404

Enrolment is limited to 10 so please register early.
Prerequisites: Successful completion of all Phase I courses and CCN 403.
The clinical application of the theory and skills acquired in Critical Care Nursing: Theory — Advanced. Care is given to patients who are critically ill with multisystem problems and who require sophisticated assessment and supportive tools.

Monday to Friday; Hospital as posted
105 hours Fee: $131.25
Winter 1988

Refresher/Upgrading Nursing Program NU 410

The Refresher/Upgrading Nursing Program is designed to provide graduate nurses with the skills and knowledge necessary to facilitate a return to active practice.
The program is comprised of required and elective courses. The required courses include:
– Review of Basics
– Medical-Surgical Nursing Theory
– Medical-Surgical Nursing Clinical
Upon successful completion of the required courses, students continue on in the electives. These include:
– Pediatric Nursing (theory and clinical)
– Psychiatric Nursing (theory and clinical)
– Obstetrical Nursing (theory and clinical)
Admission requirements vary depending upon an applicant's reasons for entering the program:
– registered nurses wishing to return to active practice must hold a current Ontario Certificate of Competence and include a photocopy of this certificate with their application.
– out-of-province or out-of-country graduates must obtain a ruling on their standing from the College of Nurses of Ontario, and include a copy of this ruling with their application.
– non-registered Ontario graduates preparing to rewrite the C.N.A.T.S. examinations must be referred by the College of Nurses and include a copy of the letter of referral with their application.
– attendance at an information/selection session.
– a completed medical.

The program is offered on both a full-time and a part-time basis. The full-time program begins each September, December and March, and normally takes a full calendar year to complete. The part-time program begins every September. Theory classes are held one day a week, and clinical placements are arranged in consultation with the program coordinator. It normally takes about two years to complete the entire part-time program.
Students admitted to the part-time program are required to register in September for both Review of Basics (RBN 410) and Medical Surgical Theory (MSN 420).

RBN 410 — 120 hours Fee: $150.00
MSN 420 — 60 hours Fee: $75.00
Thurs. 9 a.m. to 4 p.m.
Nightingale Campus
September 17 to December 17
January 7 to April 28

Fees for the Medical-Surgical Clinical course (MSN 410) are $150.00. Students must register in January for the Clinical course. Placement dates will be arranged individually with each student. For additional information, please contact Jackie Salmona at (416) 967-1212, Ext. 4229.

R.N. Perinatal Intensive Care Nursing NU 406

Prerequisites: Current certificate of competence, College of Nurses of Ontario; out-of-province students must be eligible for registration in Ontario; current nursing experience in the area of perinatology (i.e. obstetrics, nursery, N.I.C.U.) is an advantage; B.C.L.S. (Heart & Stroke Foundation), medical; attendance at an information/selection session.
This program trains the registered nurse to provide comprehensive care to critically ill newborns in an intensive care setting and to their families.
Theory includes:
– current concepts of perinatal nursing and high risk pregnancy
– care required prior to and during transportation of the newborn
– intervention available to critically ill infants with specific neonatal problems (genetic, congenital, respiratory)
– emotional care to the family of the high risk newborn and to the health care provider
Practicum includes:
– participant observation in high risk labour and delivery and antepartum units
– total care of the critically ill newborn including assisted ventilatory care
– use of advanced monitoring and diagnostic equipment
– operating room observation with pre- and post-op care
– blood sampling and intravenous insertion experience
– participation with the transport team
– laboratory and x-ray interpretation
– care of the family of the critically ill infant
Clinical practice with critically ill neonates is given in the Neonatal Intensive Care Unit at The Hospital for Sick Children.
A certificate is awarded for successful completion of all six courses of the program (i.e. NURS 938, NEO 413, NEO 414, NEO 415, NEO 416).
The program is also offered on a full-time basis, starting in September and February. For more information and interview dates, call Heather Urquhart at 967-1212, ext. 4236.

Perinatal Nursing Theory PER 400X

This course provides a basic introduction to the field of perinatal and neonatal nursing. Perinatal Nursing Theory is designed to cover: management of high risk pregnancies; embryology; transition to extrauterine life; neonatal resuscitation; neonatal physiology, and legal and ethical issues.

Thurs. 9 a.m. to 4 p.m.
Nightingale Campus
105 hours Fee: $131.25
September 10 to January 21

Perinatal Nursing: Clinical PER 401X

This course involves observation in labour and delivery and antepartum units and provides an opportunity to consolidate the knowledge acquired in the perinatal theory course.
The second part of the clinical experience provides an opportunity for students to work with stable, ill infants. Practice will focus on such things as: newborn physical assessment; use of monitoring equipment, nutritional and fluid management; oxygen therapy; interpretation of iron values; blood sampling; and working with families of neonates.

Mon. to Fri. (Shifts T.B.A.)
Nightingale Campus
105 hours Fee: $131.25
January 25 to February 26

Neonatal Intensive Care Nursing: Theory PER 402X

This course covers management of the unstable, critically ill neonate. Course content focuses on comprehensive nursing management; neonatal transportation; surgery of the newborn; congenital defects; perinatal genetics; respiratory problems; ventilation techniques; x-ray interpretation; follow-up care; care of the chronically ill neonate, and bereavement.

Thurs. 9 a.m. to 4 p.m.
Nightingale Campus
75 hours Fee: $93.75
March 3 to May 26

Neonatal Intensive Care Nursing: Clinical PER 403X

This course provides clinical practice in an N.I.C.U. Students work with unstable, critically ill neonates and care for infants whose presenting problems include congenital anomalies. Students also give care to infants requiring mechanical ventilation, develop advanced assessment skills, assist with diagnostic and treatment measures, and have neonatal transport experience.

Mon. to Fri. (Shifts T.B.A.)
Nightingale Campus
105 hours Fee: $131.25
May 30 to June 24

A New Series of Courses in Reproductive Care Nursing

Nursing Practice: Contemporary Issues PER 900

Prerequisite: Registered nurse.
Provides the R.N. with an overview of nursing theory and an introduction to Ontario's regionalized system of reproductive health care. Topics examined include: fertility management, principles of therapeutic communication, ethical issues in perinatology, occupational hazards of perinatal nursing, uses of computers in perinatal nursing, and the development of specialized roles.

Tues. 6 to 9 p.m. Nightingale Campus
30 hours Fee: $37.50
September 22 to November 24

Nursing Practice: Preconception and Interconception PER 901

Prerequisite: PER 100X — Nursing Practice: Contemporary Issues.
Provides the R.N. with an understanding of the preconception and interconception phases of a woman's reproductive cycle. Topics discussed include: anatomical and physiological processes of the female reproductive system, preconception planning, sexually transmitted diseases, menstrual disorders, infertility, adolescent issues, breast self-examination, and current philosophies of prenatal education.

Tues. 6 to 9 p.m. Nightingale Campus
30 hours Fee: $37.50
January 19 to March 22

These courses count for credit in the Perinatal Intensive Care Program.

Future courses will address such issues as :
- current issues on VBAC and ultrasound
- maternal risk assessment tools
- physical assessment and management
- current theories on pain
- infant assessment
- high risk transport.

Family Practice Nursing

Family Practice Nursing NURS 948

Designed to broaden the knowledge of R.N.s working in family practice settings. Classes in the first half of the course cover such topics as: interviewing, taking a history, telephone assessment skills, drugs commonly used in family practice, nutrition update, and basic diagnostic imaging procedures. The second half of the course deals with the theory and process of health education and includes seminars related to health maintenance.

Thurs. 6:30 to 8:30 p.m.
Nightingale Campus
24 hours Fee: $30.00
September 17 to December 3

R.N. Operating Room Nurse

Prerequisites: As for R.N. Critical Care Nursing.
This program prepares R.N.s to function competently as team members in an operating room.
The program is organized in three phases. Phase I consists of six weeks of theory including:
– relevant anatomy and physiology
– principles of asepsis
– duties of scrub and circulating nurses
– intensive study of surgical interventions, their indications and complications.
Phase II is an 8 week practicum. During this time, the student rotates through several services, including: general surgery, gynecology, urology, E.N.T., orthopaedics, plastics, opthalmology, and observes in neurosurgery and cardiovascular surgery.
Clinical practice is arranged in one of the downtown Toronto hospitals.
Phase III focuses on consolidation and introduces organizational behaviour to prepare nurses to function as first level supervisors. Topics covered include: management theory based on a behavioural human relations framework and an exploration of research methodology.
A certificate is awarded for successful completion of all four courses: ORN 400, ORN 401, ORN 402 and HUMN 402.
This program is normally offered full-time in September and February. It may be offered part-time, based upon demand. For more information please call Virginia Pollock at 967-1212, ext. 4231.

R.N. Rehabilitation Nursing

Prerequisites: Current certificate of competence, College of Nurses of Ontario, and one year of nursing experience.
This two-part program is designed to provide the R.N. with the basic skills and knowledge needed to care for physically disabled individuals or those with long-term health care needs.

Rehabilitation Nursing: Theory REHN 401

Provides the basic theoretical knowledge needed by the R.N. to work with physically disabled individuals or those with long-term health care needs. Students develop a personal philosophy of rehabilitation, and identify and apply the principles of adult learning and change theory. Other topics include: the assessment of common physical and psychosocial needs of the long-term patient, the application of the principles of rehabilitation nursing to neurology, long-term illness, orthopaedics and opthalmology is stressed.

Wed. 6 to 9 p.m. Nightingale Campus
60 hours Fee: $75.00
January 6 to May 18

Rehabilitation Nursing: Practicum REHN 400

An opportunity for the R.N. to apply theory and gain practical clinical experience caring for physically disabled individuals or those with long-term health care needs.

60 hours Fee: $75.00
Spring 1988

R.N. Occupational Health Nursing

The Collaborative Community College Program for Occupational Health Nurses NU 408

Prerequisites: Current Ontario certificate of competence and one year of accumulated experience in nursing within the last five years. Preference is given to nurses currently employed in occupational health nursing. For more information call Jackie Salmona at 967-1212, ext. 4229.
This academic year, George Brown College is scheduled to offer one of the ten courses in this program.

Added Skills

R.N. Nursing Skills in Footcare NURS 949

Prerequisite: Current certificate of competence as an R.N. in Ontario or proof of eligibility for registration.
Students are taught basic and more advanced nursing skills in footcare by a team comprised of an R.N. and a chiropodist. Course content reflects the College of Nurses of Ontario's March 1985 guidelines as detailed in "The Role of the Registered Nurse and Registered Nursing Assistant in Footcare." The nursing process (assessing, planning, implementing and evaluating) is used as a framework for study.

To arrange for an on-site course (minimum enrolment 10 people), please call Evon Soong at 967-1212, ext. 4224.

Body Systems Update: Conditions, Tests, Procedure NURS 951

NEW

Prerequisite: R.N.
This course is designed to provide the Registered Nurse with a comprehensive review of the body's major systems: Cardiovascular, Respiratory, Renal, Endocrine and Neurological. Course content includes:
– Review of Anatomy and Physiology of above systems
– Fluids and Electrolytes
– Arterial blood gases
– Management of patients with the following conditions: diabetic and nonketotic hyperosmolar coma, hypercalcemia, myocardial infarction, tracheostomies, airways, fluid and electrolyte imbalances
– Interpretation of arterial blood gases, CBC, PT, PTT, electrolytes
– Nursing care of patients undergoing diagnostic tests such as CT scans, lung scans, magnetic resonance imaging, angiograms
– Discussion of Hickman and Porto Cath lines.

Tues. 6 to 9 p.m. Nightingale Campus
30 hours Fee: $37.50
September 15 to December 1

Certificate in Cardiac Monitoring

The purpose of this 2-part certificate is to provide members of the health care team with the skills and knowledge necessary to analyse and interpret arrhythmias and 12-lead electrocardiograms.

Part I

Interpretation of Arrhythmias NURS 953

NEW

Prerequisite: RN or permission from the instructor.
This course is designed to provide knowledge and skill in the interpretation of arrhythmias. Course content includes: introductory principles; vectors; anatomy and electrophysiology of the heart and conduction system; autonomic nervous system; cardiac electrophysiology; systematic analysis for basic and advanced rhythm strips; cardiac arrests; heart blocks; drug therapy; pacemakers and bedside monitoring

Tues. 6 to 9 p.m. Nightingale Campus
36 hours Fee: $45.00
September 15 to December 1

Part II

12-Lead ECG: Analysis and Interpretation NURS 933

Prerequisites: Registered nurse, a recent basic course in arrhythmias and/or recent experience in working with cardiac monitors.
An advanced course in the analysis and interpretation of normal and selected abnormal 12-lead electrocardiograms. Topics include: a study of the heart and its electrical activity, myocardial ischemia and infarction, ventricular hypertrophy and atrial enlargement, pericarditis, pericardial effusion, intraventricular conduction defects, abberancy, myocardial aneurysm, electrolyte abnormalities and drugs. The course includes practical work, quizzes and a final exam.

Tues. 6 to 9 p.m. Nightingale Campus
36 hours Fee: $45.00
February 2 to April 19

Nursing

Pharmacology for Registered Nurses PHAR 900

Allows registered nurses to update their knowledge of pharmacology. After a review of the basics of pharmacology, the topics covered include: sources of information about drugs, classification of drugs into groups, a study of the groups according to their effect/action, uses, side and toxic effects, and the implications for administering the drug. Material is presented through lectures, discussions and individual study.

Mon. 6 to 9 p.m. Nightingale Campus
45 hours Fee: $56.25
September 14 to December 21
January 11 to April 18

R.N. Examination Review NURS 927

Assists graduate nurses in preparing to write the nurse registration examinations in Ontario. In a seminar format, students review the most frequently encountered nursing situations in medical, surgical, maternity, pediatric and psychiatric nursing. Students are given guidelines on how to write multiple choice examinations and get practice writing comprehensive tests similar to the provincial registration examinations.

Mon. and Thurs. 6 to 9 p.m.
Nightingale Campus
54 hours Fee: $67.50
October 15 to December 14
March 24 to May 23

Physical Assessment Series

Physical Assessment NURS 931

Prerequisite: Current certificate of competence, College of Nurses of Ontario. Assists the R.N. in developing basic skills in the physical assessment of adults. The course uses a systems approach to physical examination and looks at patient care from a problem-solving approach. Recognition of the range of normal findings is emphasized with some discussion of common abnormalities and a review of taking histories and recording. Lectures are augmented by demonstrations of techniques, and each class includes a practice session in which every student is expected to participate. In-depth review of relevant anatomy and physiology is the student's responsibility.

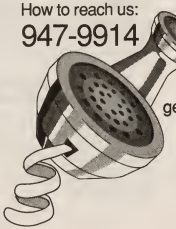
Tues. 6:30 to 9:30 p.m.
Nightingale Campus
36 hours Fee: $45.00
September 15 to December 1
January 15 to March 29

Pediatric Assessment NURS 946

Prerequisite: Registered nurse.
Developed in cooperation with the Hospital for Sick Children, this course provides nurses with the basic skills needed in the physical assessment of children from birth through adolescence. Recognition of the range of normal findings is emphasized. Lectures, demonstrations and practice sessions are used to present material.

Tues. 5 to 8 p.m.
Classes at Hospital for Sick Children — Register at Nightingale Campus
36 hours Fee: $45.00
September 15 to December 1

How to reach us:
947-9914



Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Registered Nursing Assistants

R.N.A.: Nursing Skills in Footcare
NURS 950

Prerequisite: Current certificate of competence as an R.N.A. in Ontario or proof of eligibility for registration.
R.N.A.s are taught basic and more advanced nursing skills in footcare. Topics include: the normal foot, common foot problems, setting appropriate footcare goals, and providing care within the scope of practice of R.N.A.s. The course is designed to meet the College of Nurses of Ontario's requirements for R.N.A. skills in footcare.
To arrange a course on-site at your institution (minimum enrolment 10), please call Evon Soong at 967-1212, ext. 4224.

R.N.A.: Physical Assessment NEW
NURS 952

Prerequisite: Current certificate of competence as an R.N.A. in Ontario.
This course assists R.N.A.s in developing basic physical assessment skills with adult patients. The course covers recognition of the range of normal findings with some discussion of common abnormalities. Prior to class, R.N.A.s are expected to have reviewed basic anatomy and physiology. Classes include history-taking, recording, and a systems approach to physical examination. Practical sessions are included.

Mon. 6 to 9 p.m. Nightingale Campus
30 hours Fee: $37.50
September 21 to November 23

R.N.A.: Rehabilitation Nursing
NURS 937

Gain an understanding of the needs of physically disabled individuals or those with long-term health problems, and the implications for the registered nursing assistant. Topics covered include:
- development of a personal philosophy of rehabilitation
- principles of learning and teaching
- theory of change and its impact on the patient and the worker
- the application of the nursing process in rehabilitation
- management of patients with specific problems
- the role of the registered nursing assistant in rehabilitation.

Tues. 5:30 to 8:30 p.m. Nightingale Campus
45 hours Fee: $56.25
September 16 to December 23

R.N.A.: Administration of Medications
NURS 404

Enables registered nursing assistants to meet the minimum level of competence in the administration of medications as outlined in the April 1983 Standards of Nursing Practice for Registered Nurses and Registered Nursing Assistants. Discussion of the theory involved includes: control, types and uses of medications, actions and effects of medications, drug classification, preparation and methods of administration, and reporting, recording and transcribing a physician's written order for medications. Practical experience in a clinical setting includes: self-study, the use of independent learning packages, testing and participant observation.

Wed. 5:30 to 9 p.m. Nightingale Campus
52 hours Fee: $65.00
September 9 to December 16
January 13 to April 20

R.N.A.: Surgical Aseptic Procedures
NURS 945

Prerequisite: Current Ontario certificate of competence as a registered nursing assistant or proof of eligibility.
Enables registered nursing assistants with a variety of nursing experiences to meet the minimum level of competence in surgical asepsis as outlined in the April 1983 Standards of Nursing Practice for Registered Nurses and Nursing Assistants. The 20 hours of theory include: the basic elements of microbiology, body defence mechanisms, the principles of surgical asepsis and their application, patient teaching, and appropriate reporting and recording. Sixteen hours of simulated practice increase competence in surgical asepsis procedures and related activities. Independent learning packages are used to help master psychomotor skills.

Thurs. 5:30 to 8:30 p.m.
Nightingale Campus
36 hours Fee: $45.00
September 17 to December 3

First Aid

First Aid
HEAL 102X

Provides students with knowledge and skills in standard first aid procedures according to the guidelines established by the Canadian Red Cross Society.

Thurs. 5:15 to 9 p.m. Nightingale Campus
15 hours Fee: $18.75 Materials: $10.00
September 10 to October 1
October 8 to October 29
November 5 to November 26
January 7 to January 28
February 4 to February 25
March 3 to March 24
March 31 to April 21
April 28 to May 19

Dental Assisting Certificate

This program is offered jointly by the Health Sciences Division, Continuing Education Departments of George Brown and Seneca Colleges. It enables a **working dental assistant** to complete the required courses for a certificate in dental assisting in three years. Every course is offered over the three year period. Students should only take some of the subjects in any year, with the goal of completing the program in a maximum of five years.
Prerequisites: Applicants should have an Ontario Secondary School Graduation Diploma with grade 11 or 12 credits in biology and chemistry, or the equivalent, and typing at 30 w.p.m.

A more detailed description and an application form are available from Rosemary Armitage at 967-1212, ext. 4220.
Applications should be received before August 15 and must include a letter from an employer-dentist. Incomplete applications will not be processed.
The following courses must be completed to obtain the certificate:
- Human Biology BIO 102X
- Introductory Psychology PSY 171
- Pre-clinical Techniques PCT 101X
- Dental Materials DENT 106X
- Microbiology BIO 104X
- Language & Communications ENG 193
- Oro-facial Anatomy ANAT 102X
- Dental Radiology DENT 109X
- Dental Office Procedures DENT 117X
- Preventive Dentistry/Oral Pathology DENT 104X
- Pharmacology & Emergency Care PHAR 102X
- Nutrition NUT 101X

Dental Assisting students who are eligible to graduate in the current academic year must apply in writing including proof of eligibility.
Application for Graduation forms are available from Anita Madrus at the Casa Loma Admissions Office, 967-1212, ext. 2442.

Language and Communications I and II
ENG 193

Provides practical techniques for becoming a more effective communicator on the job. The first part of the course concentrates on writing short pieces of job-related material with minimal spelling, grammatical and usage errors. Learn to write: instructions, processes, definitions, classifications, partitions, cause and effect and compare and contrast analyses, letters and memos. An oral presentation of at least 10 minutes with visuals completes the course.

Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
45 hours Fee: $56.25
September 10 to December 17

George Brown College Cardiopulmonary Resuscitation Centre NEW

Heart attack, drowning, electrocution and suffocation are all life-threatening emergencies requiring immediate action. **Are you prepared?**
We offer a series of C.P.R. courses designed to meet community needs:
- Heartsaver — 4 hour course for the general public
- Infant/Child — 4 hour course for people caring for young children
- Neonatal Resuscitation — 15 hour course for infant care professionals
- Basic cardiac life support (C.P.R. Basic Rescuer) — 12 hour course for health care professionals
- Basic cardiac life support recertification (C.P.R. Basic Rescuer Recertification) — 10 hour course
- Instructor training — 15 hour course to train C.P.R. instructors.

Courses can be arranged to meet specific needs of institutions, organizations, and/or community groups. For more information, please contact Evon Soong at 967-1212, ext. 4226.

Cardiopulmonary Resuscitation Basic Rescuer
CPR 902

Basic cardiac life support (BCLS) is a first aid procedure performed by trained professionals. It is a component of Emergency Cardiac Care (ECC). The course covers the concepts of basic life support measures in emergency cardiac care and psychomotor skills of cardiopulmonary resuscitation with adult or infant in pulmonary and/or cardiac distress. It follows guidelines set by the Canadian Heart & Stroke Foundation. A certificate is issued by the Foundation upon successful completion of the course. Certification is valid for one year only.

This course involves close physical contact with fellow students.
Note: Please register at least one week prior to the start date of the course.

Tues. and Thurs. 5:30 to 9:30 p.m. Nightingale Campus
12 hours Fee: $15.00
Materials $10.00

September 8 to 15
September 17 to 24
September 29 to October 6
October 8 to 15
October 20 to 27
October 29 to November 5
November 10 to 17
November 19 to 26
December 1 to 8

Instructor Training
CPR 900

Sat. and Sun. 9 a.m. to 5 p.m.
Nightingale Campus
15 hours Fee: $18.75
Materials: $10.00
October 3 and 4
October 31 and November 1
November 28 and 29

Cardiopulmonary Resuscitation Basic Rescuer Recertification
CPR 903

Prerequisite: Ontario Heart & Stroke Foundation Basic Rescuer Certification.
Certification is valid for one year only.
Course Content: This course reviews and updates material and methods presented in the Basic Rescuer course and recertifies holders of this certification.

This course involves close physical contact with fellow students.
Note: Please register at least one week prior to the start date of the course.

Mon. and Wed. 5 to 10 p.m.
Nightingale Campus
10 hours Fee: $12.50
Materials $10.00
September 14 to 16
October 5 to 7
November 2 to 4
December 7 to 9

Neonatal Resuscitation
NEO 900

This course is designed to update skills and knowledge in the principles and procedures of neonatal resuscitation. Course content includes: transition to extrauterine life; acid/base balance predisposing maternal/fetal conditions; neonatal conditions requiring resuscitation; infant resuscitation (delivery room, nursery); advanced life support; and an infant resuscitation practice session.

This course is available at Nightingale Campus or on-site at clinical locations. To arrange a course at your institution (minimum enrolment of 10), please contact Heather Urquhart at 967-1212, ext. 4236.

Nightingale Campus
15 hours Fee: $18.75
Material Fee: $10.00
9 a.m. to 4:30 p.m.
Mon./Tues. October 26 and 27
Thurs./Fri. October 29 and 30

Heartsaver Saturday
CPR 901

In collaboration with
The Victorian Order of Nurses.
Set aside a Saturday to become a heartsaver. Learn what a heart attack is, how to recognize it and what actions to take. One-rescuer CPR and emergency skills for choking will be featured.

Sat. 9 a.m. or 2 p.m. 50 Hall Crown Place
Fee: $15.00
September 26

Infant and Child CPR
CPR 905

In collaboration with
The Poison Information Centre, Hospital for Sick Children
Children and accidents seem to go together. That's why we offer courses in Infant/Child CPR.
Learn:
- CPR techniques for infants and children
- the most frequent causes of infant death
- how to child-proof your home
- ways to use community emergency resources
- and more!

Fee: $20.00

For more information about this course, please call Evon Soong at 967-1212, ext. 4226

Dental Office Management

DENT 117X

A lecture and seminar course designed to familiarize the Dental Assistant with a wide variety of office procedures which will facilitate the efficient administration of a dental office and enable the assistant to achieve full potential as a vital member of the dental health team.

Mon. 6:30 to 9:30 p.m. Casa Loma Campus
30 hours Fee: $37.50
September 14 to November 23

Dental Radiology

DENT 109X

Prerequisite: Oro-Facial Anatomy.
This course presents a study of the principles and applications involved in the exposure, processing and mounting of dental radiographs. Emphasis is placed on the understanding and employment of radiation hygiene measures and standard intra-oral radiographic techniques. The student will apply these principles through seminar-demonstrations and clinical experience.

Wed. 6:30 to 9:30 p.m.; 2 Saturdays, 9 a.m. to 4 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 16 to January 13

Pharmacology and Emergency Care

PHAR 102X

Prerequisite: Human Biology; co-requisite: C.P.R.
Course content: During this course, the student will be introduced to the principles of pharmacology and drug therapy. Special attention will be given to the drug groups used in dentistry, including their action, common side and toxic effects and implications for their administration. The student will be familiarized with their signs and symptoms of common medical emergencies such as syncope, hemorrhage, cardiac irregularities, diabetic reactions. Principles of first aid and resuscitation will be included.

Mon. 6:30 to 9:30 p.m.
Casa Loma Campus
30 hours Fee: $37.50
January 18 to March 21

Introductory Psychology

PSY 171

Prerequisite: Grade 12 with two senior sciences.
This course provides an introduction to psychological theory and patient management for dental auxiliaries.
Psychological theory — historical background, methods used to study behaviour; biological bases of behaviour; learning; motivation and emotion; perception; development, language and thought; altered states of consciousness; introduction to social psychology; personality; abnormal psychology. Patient management — communication; role behaviour; first impressions; interviewing response and evaluation education, motivation and persuasion; building a good dental health team; conflict management and problem-solving.

Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
45 hours Fee: $56.25
January 21 to April 28

Preventive Dentistry/Oral Pathology

DENT 104X

Prerequisite: Oro-Facial Anatomy.
This course has two primary objectives: A. to familiarize the student with the varied aspects of preventive dentistry, to develop students' awareness as to the effectiveness of good preventive measures, to develop the students' ability to provide patient instruction in plaque control measures, following the dentist's direction and/or preventive treatment plan; B. to introduce the student to Oral Pathology and Histology with specific reference to dental disease and anomalies.

Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
45 hours Fee: $56.25
January 20 to April 27

Nutrition

NUT 101X

Prerequisite: Human Biology.
This course introduces the student to the theoretical, scientific basis of nutrition in combination with the practical application of this information to the food selection. Basic principles of the metabolism of carbohydrate, fat, protein, vitamins and minerals will be presented. The applications will be stressed through audio visual aids, discussions and assessments. Students will perform a nutritional assessment of their own diets using both quantitative and qualitative methods of analysis.

Mon. 6:30 to 9:30 p.m.
Casa Loma Campus
24 hours Fee: $30.00
May 2 to June 20

Continuing Education for Denture Therapists

Full Denture Construction for the Edentulous Patient

DENT 941

Prerequisite: Clinical background in full denture construction.
Demonstrates the steps required to construct full upper and full lower dentures for the edentulous patient. The instructor demonstrates the clinical procedure on a patient and covers the following steps: diagnosis, treatment plan and prognosis, preliminary impressions, border molding custom trays , final impressions, bite registration and face bow transfer, try in, clinical remount and insertion. The laboratory procedure covers the following steps: pouring preliminary impressions, construction of custom trays and occlusal rims, articulation, set-up, laboratory remount, flasking, boil-out, packing, selective grinding and polishing. In the laboratory component, students do a complete denture set-up from duplicate preliminary and final impressions. Students are expected to bring laboratory tools, an articulator and a set of teeth for setting-up.

Mon. 6:30 to 9;30 p.m.
Casa Loma Campus
36 hours Fee: $45.00
September 14 to November 30

Dental Technology

Dental Technology Certificate Programs

George Brown College is pleased to announce a new series of evening programs in dental technology. The programs include:
— Certificate in Partial Dentures
— Certificate in Full Dentures
— Certificate in Orthodontics
— Certificate in Crown & Bridge and Ceramics
Each program is comprised of a number of required courses plus a set of elective courses. The electives determine individual certificates.

NEW

Required Courses:
Language and Communication ENG 106X
Human Relations HR101X
Oro-Facial Anatomy ANAT 102X
Occlusion DENT 926
Dental materials DENT 922

Electives:
Complete Dentures: Part I
Complete Dentures: Part II
Orthodontics: Part I
Orthodontics: Part II
Introduction to Crown & Bridge and Ceramics: Part I
Introduction to Crown & Bridge and Ceramics: Part II
Partial Dentures: Part I
Partial Dentures: Part II

The Programs are designed to upgrade the skills and knowledge of people currently working in the field. Successful graduates of the Certificate programs may want to continue their training by applying to take the full-time Diploma program in Dental Technology. Required courses correspond to the material covered in the full-time program and students successfully completing these courses may apply for advanced standing. The elective courses are designed as introductory courses and are not direct equivalents to the full-time laboratory courses. Students accepted into the full-time program may, however, apply for a partial exemption based on grades and skill level.

Admission requirements: Applicants must be employed in a dental laboratory, or must have received permission from the course instructor. While students may be accepted into individual courses, preference will be given to those students who enrol in a full Certificate program.

Orientation/Registration:
Applicants are asked to attend an orientation/registration session. Faculty will be available to answer questions and help plan schedules. The orientation takes place:
Tuesday, September 1, 6 to 9 p.m.
Cafeteria, Casa Loma Campus
160 Kendal Ave.

Crown & Bridge and Ceramics: Part I

DENT 948

Prerequisite: Oro-Facial Anatomy.
This course is designed to introduce students to the field of fixed prosthodontics. Course content focuses on: fabrication of model sand dies; wax-up techniques; post-core crowns; full gold crowns; and porcelain fused to metal restorations. Students are expected to bring their own wax-up instruments to class.

Mon. 6:30 to 9:30 p.m.
Casa Loma Campus
45 hours Fee: $56.25 Materials: $25.00
September 14 to December 21

Crown & Bridge and Ceramics: Part II

DENT 949

Prerequisite: Part I.
This course builds on the knowledge and skills developed in Part I. Students are introduced to the manipulation of porcelain and complete such projects as single and multiple units of porcelain fused to metal, as well as porcelain jacket crowns.

Mon. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $75.00 Materials: $25.00
January 11 to May 30

Full Dentures: Part I

DENT 944

Co-requisite: Oro-Facial Anatomy
This course is designed to provide an introduction to the construction of full dentures. Students are introduced to: prosthodontic techniques; preliminary impressions and casts; custom trays; master casts; base plates and occlusal rims. Emphasis is placed on recognizing anatomical structures and their relation to denture construction, the sequencing of prosthodontic treatment required for complete dentures, pouring of preliminary impressions, and the construction of custom trays. Students beed box, pour master casts and construct base plates and occlusal rims.

Tues. 6:30 to 9:30 p.m.
Casa Loma Campus
45 hours Fee: $56.25 Materials: $25.00
September 8 to December 15

Full Dentures: Part II

DENT 945

Prerequisite: Part I.
This course builds on the skill and knowledge acquired in Part I. Students focus on articulators, articulator movement and mounting casts; esthetics-phonics; flasking, packing, processing and recovering; remount techniques; rebasing complete dentures; and denture repair.

Tues. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials $25.00
January 12 to May 24

Orthodontics: Part I

DENT 946

Prerequisite: Oro-Facial Anatomy and Dental Materials.
This course is designed to introduce the basic techniques and knowledge required to fabricate removeable and fixed orthodontic appliances. Course content focuses on trimming; soldering different wire gauges; bending adams clamps; fabricating labial arches; banding teeth on a model; manipulating cold cure acrylic resins; fabrication of simple space maintainers; and trimming and polishing appliances.

Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
45 hours Fee: $56.25 Materials: $25.00
September 10 to December 17

Orthodontics: Part II

DENT 947

Prerequisite: Part I.
This course continues to build on skill and knowledge acquired in Part I. Students fabricate mouth guards; repair orthodontic appliances; articulate using a face bow on the Hannu articulator; focus on set ups and balanced occlusion (upper and lower); and correct upper dentures with clear palate.

Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials $25.00
January 14 to May 26

Dental Materials

DENT 922

Prerequisite: Currently working as a dental technician or dental auxiliary.
Theory and practice in the selection and manipulation of dental materials used in dental laboratory technology. Topics include: specifications of various dental materials, physical and mechanical properties, biophysical application of dental materials, the nature of metals and alloys, impression materials, gypsum products, waxes, gold and its alloys, base metal alloys, plastics and porcelain in dentistry, and casing investments.

Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
45 hours Fee: $56.25
September 9 to December 16

Physiology of Occlusion

DENT 926

The basic principles of gnathology and the stomatognathic system are covered, as well as the basics of: handling impressions, producing gypsum and stone casts, custom trays, baseplates and occlusal rims, articulator mounting, setting-up of teeth into occlusion, and waxing for finishing. Other topics covered include: various types of articulators, their functions and limitations, the facebow and other accessories, physical factors of the determinants of both static and dynamic occlusion, and the synergism of the components of the masticatory process.

Mon. 6:30 to 9:30 p.m.
Casa Loma Campus
45 hours Fee: $56.25
September 14 to December 21
January 11 to April 18

Oro-Facial Anatomy

ANAT 102X

Through lectures and laboratory sessions, topics introduced include: basic dental terminology, major notation systems, the development, structure, form and function of teeth, eruption chronology, functional relationships between teeth and supporting structures, and dental anomalies and variations.

Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
45 hours Fee: $56.25
September 9 to December 16
January 13 to April 20

Continuing Education for Dental Technicians

Roundhouse

DENT 906

Prerequisites: Currently working as a dental technician with experience in the areas outlined below.
Designed specifically for those attempting the provincial registration examinations. Preference is given to students who show a letter or receipt as proof of acceptance as candidates for the registered dental technicians examination. Instruction and projects cover the following topics: complete and partial denture construction, crown and bridge work, and orthodontics.
Instructor: S. Gera.

Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Material Fee: $25.00
January 13 to May 25

R.D.T. Examination Preparation Course

DENT 937

Through a series of Saturday sessions, students are able to complete a mock R.D.T. examination. The course is designed for those who are registered to write this Spring and all applicants must show proof of registration.

Sat. and Sun. 9 a.m. to 5 p.m.
Casa Loma Campus
30 hours Fee: $37.50 Material Fee: $15.00
April 30, May 1, 7, 8

REGISTRATION FOR THE FALL TERM BEGINS JULY 20

Dental Technology Workshops

Precision Attachments

DENT 917

Prerequisite: Current or past employment in the crown and bridge department.
Provides an overall understanding of the function and work flow of different precision attachments, with emphasis on the crown and bridge phase.

Fri. 6 to 10 p.m. and Sat. 9 a.m. to 5 p.m. Casa Loma Campus
12 hours Fee: $134.00
October 16 and 17

Introduction to Basic Design Principles in Orthodontics

DENT 928

Prerequisite: Currently working as a dental technician.
Techniques for manipulating and soldering various gauges of wire as well as the fabrication of band spacers. Other topics include: an overview of the use of Hawley retainers, universal and single coil rings, and expansion screw retainers.

Fri. 6 to 10 p.m. and Sat. 9 a.m. to 5 p.m. Casa Loma Campus
12 hours Fee: $129.00
February 5 and 6

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Continuing Education for Dental Assistants and Hygienists

Dental Materials Refresher

DENT 942

Prerequisite: Currently working as a dental assistant or intending to return to active practice. A refresher course for dental assistants that provides hands-on experience in the use of restorative materials currently used in dental offices. Theory and practice is provided in the following: amalgams, resins, cements and impression materials. The course is not a substitute for the Dental Materials course in the Dental Assisting Certificate program. It counts for 10 points towards renewal of certification with the Ontario Dental Nurses and Assistants Association.

Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
12 hours Fee: $15.00
October 17 to October 28

Dental Office Laboratory Procedures: Refresher

DENT 934

Prerequisite: Currently working as a dental assistant or intending to return to active practice. A refresher course for dental assistants that provides hands-on experience in current laboratory procedures used in dental offices. Topics covered include: care, pouring-up impressions and duplicating models, trimming models, custom trays, bite blocks, mounting casts on articulators, and shell preparation for intra-oral temporary crown and bridge splints.

Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
18 hours Fee: $22.50
October 29 to December 3

Dental Radiography: Theory and Technique

DENT 933

Prerequisites: Currently working in a dental office and a basic understanding of oral facial anatomy and X-ray physics.
Review the principles and application of dental radiography, both in theory and practice. The first part of the course focuses on radiation safety measures and the second part concentrates on developing skills in short cone bisecting and long cone paralleling techniques.

Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
45 hours Fee: $56.25
September 10 to December 17
January 14 to April 21

Parallel Technique in Dental Radiography

DENT 921

Prerequisites: Certified dental assistant or registered dental hygienist and completion of a recognized course in radiation safety.
Reviews the terminology of dental radiography and the protection of patients from radiation exposure. The advantages and disadvantages of the parallel technique of taking radiographs are discussed. Students learn to produce an acceptable full-mouth radiographic survey including processing and mounting the x-rays.
This course counts for 10 points towards renewal of certification with the Ontario Dental Nurses and Assistants Association.

Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
12 hours Fee: $86.00
April 28 to May 19

CLIP AND SAVE

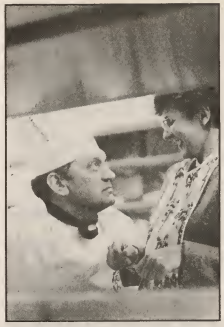
SIGNALS OF A HEART ATTACK

- Heavy pressure, squeezing, fullness, burning pain in centre of chest which may:
  - spread to neck, jaw, shoulders, arms and back;
  - come and go, and may not be severe.
- Shortness of breath, pallor, sweating and weakness.
- Nausea, vomiting and/or indigestion.
- Apprehension, fear, denial.
- Any combination of the above makes heart attack more likely.

ACT IMMEDIATELY

- Have victim stop activity and sit or lie down.
- Expect denial. Take charge.
- If victim has known heart disease, help him/her to take medication as prescribed.

CALL EMERGENCY 9-1-1



Certificate in Hospitality Management

The Hospitality/Tourism industry will be Canada's largest industry by the year 2000 and will require a large number of well-trained personnel. The following courses, each complete in itself, expose future industry leaders to different aspects of management. Successful completion of six of the following nine courses qualifies the student for a Certificate in Hospitality Management studies. These courses may also be applied for credit towards the full-time diploma in Hotel or Food and Beverage Management or Culinary Management. For information concerning the specific requirements for the certificate, phone 967-1212, ext. 4337.
A textbook is required in most courses.

Food Service Facilities — Planning and Design FSF 900

Explains the stages in the development of a food service facility and the roles, compensations for and responsibilities of the professionals on the planning team: owner, operator, architect, food service designer, equipment contractor etc. Assignments and case studies are used to present material.
Subjects covered include: management of conceptual and physical planning in the overall development of the facility, concept and program definition, principles of efficient design and layout, selection of equipment, interior design, capital costs, business practices of professional consultants and emerging trends in hospitality facilities.
Note: Enrolment is limited.

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $15.00 (includes price of text)
October 5 to December 14

Purchasing for Hospitality

ACC 108X

By learning the fundamental principles of food and beverage purchasing, you can avoid costly errors and build a more profitable operation. This basic course deals with purchasing needs as determined by function, delivery, quantity and price.
Further topics of discussion include: purchasing specifications, making quantity decisions, basic inventory control and purchasing, selecting suppliers, determining prices, other costs in purchasing, purchasing procedures, value analysis, buying outside Canada, make vs. buy decisions and evaluating purchasing effectiveness.

Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $25.00 (includes price of text)
October 8 to December 10

Food and Beverage Cost Control

ACC 210X

Learn the food and beverage cost control techniques used by the hospitality industry from purchasing through receiving, storing, issuing, production to portion and revenue control. Topics emphasized include: yield testing, recipe pre-costing and interpreting cost control information. Pricing strategy and the relationship between sales volume and profitability are touched on.

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $15.00 (includes price of text)
October 5 to December 14

Front Office Operation

HIND 222X

An in-depth study of Front Office procedures and analysis of the hotel-guest relationship from pre-arrival to departure. Specific topics include: hotel terminology, types of reservation controls, reception and credit procedures, operation of the NCR 4200 and 250, V.I.P. guests and the impact of travel agencies on the hospitality industry.

Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00
October 8 to December 10

Hospitality Law and Insurance

LAW 204X

Provides students with a general understanding of the Canadian legal system as it pertains to the hospitality industry. This information allows the student to avoid legal difficulties for employees, customers and the organization. Topics include: origins and principles of the law, legal procedures, and the specific details of the law relating to the hospitality industry.

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $30.00 (includes price of text)
October 5 to December 14

Hospitality Accounting

ACC 207X

Develops a working knowledge of the various areas essential to profitable financial management. Students determine the basic accounting data required by hospitality and tourism related operations and learn to use this information to improve the efficiency and profitability of the business. Individual sessions include: accounting: the language of business, special journals, the worksheet, financial statement analysis, rates analysis, break-even analysis, budgeting, cash management and internal control.

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $20.00 (includes price of text)
October 7 to December 9

Hospitality Personnel

PERS 202X

Techniques for successfully managing the human resources of an organization and developing skills in manpower planning.
Topics include: theories of the management process; planning, staffing, organizing, directing and controlling the workforce; compensation, motivation, training and development; job design and standards of performance.

Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00
October 6 to December 8

Marketing for the Hospitality Industry MARK 208X

Learn the elements of a successful marketing program, as well as how to deal with marketing problems and avoid errors that waste time, money and create unhappy customers. Specific topics include: the marketing mix — product, place, price, promotion and their effect on the customer, the sales department, advertising, public relations, the marketing plan, food and beverage marketing and menus, press relations and promotional material.

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $10.00 (includes price of text)
October 7 to December 9

How to Start a Restaurant

SBM 900

An overview of the many areas of concern when planning and/or operating a new food service facility that are dealt with more specifically in the other courses in this series. The areas discussed include: developing a concept, defining the marketing strategy, menu planning, business organization, human resources, layout and design of the facility, financial planning, and controlling food, beverage and labour costs.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $15.00
October 8 to December 10

Kitchen Management
PUR 104X

Develop the skills needed to manage any type of kitchen. Students participate in the instructor's demonstrations of yield tests with a primal cut of beef and a multiple ingredient recipe. Other topics include: how to interpret simplified financial statements, classification of menus, culinary terminology, types of dining room services, pre-cost standardized recipes, how to calculate food costs, food sales, food cost percentage, and how to forecast annual sales and production requirements.

Tues. 6 to 9 p.m. St. James Campus
45 hours Fee: $56.25 Materials: $15.00
October 6 to January 26

Certificate in Haute Cuisine

This program is designed to meet the growing demand for people skilled in the preparation of fine food. Basic Small Quantity Food is the first of eight courses in the program and students learn to apply the principles of cooking to tested recipes under the guidance of professional chefs. Further courses, in sequence, are: Basic Baking, Advanced Small Quantity Food, Advanced Baking, Appreciation of Wines, Chinese Cuisine (Dim Sum) and Chinese Cuisine (Cantonese). Each student receives a certificate of competence on satisfactory completion of each course and on completion of five courses will be awarded a certificate in Haute Cuisine.

Cooking

Small Quantity Food (Basic)
FP 730X

This introduction to the basic principles of cooking shows you how to take the raw products and create the basic requirements for classical dishes. Topics include: sauteing, broiling, stewing, cooking lean and fat fish, seafoods, vegetables, salads, garnishes, dressings and the use of herbs, spices and wines.

Mon., Tues., Wed. or Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $100.00
October 5, 6, 7, or 8 to January 25, 26, 27 or 28

Small Quantity Food (Advanced)
FP 731X

Prerequisite: FP 730X — Small Quantity Food (Basic).
Apply your knowledge of cooking to the classical dishes of continental Europe. Learn to prepare a variety of famous dishes including: the French classics, Italian pastas, Spanish paellas, Russian coulibiacs, Scandinavian smorgasbords, German sauerbraten and beer soups, the shish kebabs of Turkey and Greece, the bouillabaisse of Marseilles, Indian curries, Japanese suki yaki and the nasi goreng of Indonesia.

Tues. or Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $140.00
October 6 or 8 to January 26 or 28

Vegetarian Cooking
F 835

An introduction to vegetarian cooking including identification and selection of raw food and the various cooking methods used eg. frying, steaming and grilling. Also learn the nutritional value of vegetarian products, how to plan menus and purchase in season.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $73.00 Materials: $44.00
October 6 to December 8

Chinese Cuisine (Cantonese)
F 901

Learn to cook and prepare food Cantonese-style. Techniques introduced include: handling Chinese cleavers and knives, using different types of woks, the cooking temperature for various foods; the use of flour, starches, oil and spices; preparing popular Cantonese sauces such as beef tenderloin sauce, sweet and sour sauces, barbecue sauce etc., and making several types of soup. Students prepare about 17 different recipes themselves in the Chinese cuisine lab after the instructor demonstrates the proper method.

Mon. 6 to 10 p.m. St. James Campus
40 hours Fee: $80.00 Materials: $85.00
October 5 to December 14

Chinese Cuisine (Dim-Sum)
F 900

Learn to prepare a number of Dim-Sum style Chinese snacks. Among the recipes prepared are: hargar (marinating and making of shrimp paste), shao mai, won ton, simulated coral of crabs, deep fried sour dumplings, ginger and scallion soup, fan kwou, vegetarian fan kwou, ham shao kwok, sesame and lotus seed ball, steamed lotus paste, red bean paste buns, barbecue steamed buns, chicken buns, coconut pudding, sago pudding, agar-agar almond flavoured pudding, egg puffs and more.
Each of the dishes is first demonstrated by the chef instructor and then prepared by each student in the Chinese cooking lab.

Tues. 6 to 10 p.m. St. James Campus
40 hours Fee: $80.00 Materials: $85.00
October 6 to December 8

Chinese Cuisine (Sichuan)
F 904

In this course the student is introduced to Sichuan style Chinese Cuisine. As with other styles, Sichuan Cuisine is unique in its treatments of chicken, pork, beef and seafood as well as a number of vegetables. Similarly, different ingredients and methods of preparation of Sichuan sauces will often change the flavour of a given recipe.
All food preparation is first demonstrated by the teacher and then prepared by students in the Chinese Cuisine Lab. Up to 20 different recipes are prepared during the 10-week course.

Thurs. 6 to 10 p.m. St. James Campus
40 hours Fee: $50.00 Materials: $85.00
October 8 to December 10

Junior Gourmet Cooking
F 815

Prerequisite: 10-18 years old and a desire to learn gourmet cooking.
Basic cooking techniques are introduced through 20 or more varied recipes. Students cover: soups, boning and cooking poultry, cleaning and cooking fish, egg dishes, frying, sauteing, stewing, roasting, braising, salad work, cold desserts, baking etc.

Sat. 9 a.m. to noon St. James Campus
30 hours Fee: $62.00 Materials: $41.00
October 10 to December 12

Baking

Baking (Basic)
BK 610X

Gain a practical knowledge of pastry doughs, choux paste, yeast dough, sponge goods, quick bread, custards, puddings and other types of desserts. Learn to prepare fresh apple pie, creamy desserts, fruit type desserts, yeast dough products, puff paste, cake (pastry), cheese pie, cookies and black forest cake.

Mon. or Thurs. 6 to 10 p.m.
St. James Campus
40 hours Fee: $90.00 Materials: $63.00
October 5 or 8 to December 14 or 10

Baking (Advanced)
BK 634X

Prerequisite: BK 610X — Basic Baking.
Develop advanced techniques of preparing pastry and desserts.
Students are taught the true art of French pastries and their presentation and learn to create patisserie masterpieces, flamboyant desserts, ice cream bombes, souffles, tortes and gateau.

Wed. 6 to 10 p.m. St. James Campus
40 hours Fee: $50.00 Materials: $73.00
October 7 to December 9

Baking Bread and Rolls
BK 900

A hands-on course that quickly develops bread and roll making techniques. Learn to bake both pan and hearth-type bread loaves using wheat or rye flour as well as prepare the following: three kinds of buttermilk bread, raisin bread, whole wheat bread, a variety of cheese breads, chop suey and Italian style loaves; soft, hard and Parker House rolls, and three types of French bread. Demonstrations precede practical lessons.

Thurs. 6 to 10 p.m. St. James Campus
80 hours Fee: $100.00 Materials: $78.00
October 8 to March 3

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Cake Decorating
BK 639X

Learn the art of cake decoration and design and the practical techniques of cake and pastry decorating. Lectures, demonstrations and hands-on experience introduce the following techniques: piping, icing, modelling, preparing various decorator icings, free-hand piping, pattern tracing string work, ornaments, inscriptions, flowers, border designs, and working with marzipan, chocolate and rolled fondant.

Tues. or Wed. 7 to 10 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $25.00
October 6 or 7 to December 8 or 9

Junior Gourmet Baking
F 833

Prerequisite: 9-16 years old and a desire to learn gourmet baking.
An introduction to baking techniques, kitchen safety and food handling. Gain practical baking experience in the preparation of cookies, cakes, icing, tarts and breads.

Sat. 9 a.m. to noon St. James Campus
30 hours Fee: $62.00 Materials: $33.00
October 10 to December 12

Bread and Rolls Craft for the Professional Baker
BK 901

Prerequisites: Minimum Grade 8 equivalent in mathematics and English.
Learn the theory and practice of using various kinds of flour and other ingredients to produce fermented goods such as: soft rolls, straight doughs, whole wheat products, sponge doughs, no-time doughs, sweet dough and rye bread products.
Theory is taught from 4 to 6 p.m. and includes: sanitary requirements, the 12 major ingredients and the fermentation process for each type of bread or roll. This course is one of eight modules of the Professional Baking program developed by the Industrial Training Branch of the Ministry of Colleges and Universities.

Tues. 4 to 6 p.m. and 7 to 11 p.m.
St. James Campus
114 hours Fee: $142.50 Materials: $162.00
October 6 to February 23

Quick Breads Craft for the Professional Baker
BK 902

Prerequisite: Grade 8 or equivalent in English and mathematics.
Learn to produce a variety of quick breads including biscuits, scones, muffins, cakes, yeast and combination doughnuts, cup-cakes, metropolitans, loaf-type quick breads and different French crullers.
Theory is taught from 4 to 6 p.m. followed by practical work in the baking lab. Topics studied include: theory of baking, baking temperatures, batter separation, mixing ingredients, deep fat frying and flat icing finishing. This course is one of eight modules of the Professional Baking program developed by the Industrial Training Branch of the Ministry of Colleges and Universities.

Thurs. 4 to 6 p.m. and 7 to 11 p.m.
St. James Campus
114 hours Fee: $142.50 Materials: $162.00
October 8 to February 25

Patissier

This part-time program provides advanced training for bakers and pastry cooks in all aspects of cakes, pastries, decorating and specialty items required in the trade. This two-part program is divided into 10 units according to the patissier training profile developed by the Apprenticeship Branch of the Ontario Ministry of Colleges and Universities as an extension of the Junior Baker and Baker programs.

Patissier II (Baker, Branch 3, Apprentice)
F 650

Prerequisite: Certified journeyman baker or cook.
The following subjects are covered in Part II: gum paste, chocolate and couverture, specialty cookies and wedding cakes.

Tues. 6 to 11 p.m. St. James Campus
65 hours Fee: $81.25 Materials: $105.00
September 15 to December 8

Patissier I (Baker, Branch 3, Apprentice)
F 649

Prerequisite: Certified journeyman baker or cook.
The following subjects are covered in Part I: specialty cakes, pastries, petit fours, decorating, desserts and almond paste.

Tues. 6 to 11 p.m. St. James Campus
85 hours Fee: $106.25 Materials: $164.75
January 19 to May 10

Wines and Spirits

Appreciation of Wines
F 902

Prerequisite: Over 19 years of age.
Develop a greater knowledge of wines from the different types and vintages to the selection of the correct wine for the menu. Students also discuss wine prices, handling, storage, glassware and serving temperatures. Taste evaluations of the more distinctive wines will be conducted by guest lecturers.

Mon. or Tues. 7 to 10 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $95.00
October 5 or 6 to December 8 or 14

Advanced Wine Appreciation
F 903

Prerequisite: Appreciation of Wines F 902 and over 19 years of age.
Course Content: This course has been designed to familiarize students who already have a sense of wine appreciation, with "Grand Crus" from some of the world's vineyards such as France, Germany, Portugal, Spain and the U.S.A. Tasting and sampling will be the main part of the course.

Wed. 7 to 10 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $155.00
October 7 to December 9

Mixology (Cocktail Bartending)
BAR 503X

Learn to prepare the 30 most popular shaken, stirred and built drinks for use at home or as an introduction to the bartending profession. Each student works in a fully equipped individual bar.

Mon., Tues., Wed. or Thurs. 7 to 10 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $60.00 (includes price of text)
October 5, 6, 7, or 8 to December 8, 9, 10 or 14

Meat Cutting

Meat Cutting for the Home Enthusiast
F 817

Techniques you can use at home for preparing, utilizing and storing poultry and basic meat cuts. Cut and process various cuts of lamb, pork and poultry and the finished product becomes your property. The cutting of a side of beef (hindquarter, forequarter) into primal and retail cuts is demonstrated. You can purchase and process selected beef, lamb and poultry cuts at cost price.

Mon. 7 to 10 p.m. Kensington Campus
30 hours Fee: $66.00 Materials: $105.00
September 21 to November 30

Meat Trade Theory (Retail Meat Cutting)
MC 613X

An introduction to the various aspects of merchandising specific meat products for novices in the retail meat trade. Lectures and demonstrations deal with the following subjects: cutting, grading: the characteristics of beef, lamb, pork and veal carcasses, preparing poultry for retail sale, and displaying and merchandising all types of meat products.

Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $20.00
September 22 to November 24

Dining Out: A Tour of Toronto Restaurants
F 831

Explore a number of ethnic cuisines as represented in some of the 4,000 or more restaurants in Metropolitan Toronto. For each night's outing, a different cuisine is selected from Toronto's European, Middle Eastern, Oriental, North and South American restaurants. Dinner is preceded by a short lecture on foods of the world or some background to that evening's cuisine. The tuition fee covers the cost of the teacher and administrative charges. Meals are chosen in the middle price range and are the student's responsibility, as are any incidental expenses.

Tues. 6 to 10 p.m St. James Campus
20 hours Fee: $58.00
October 6 to November 3
November 10 to December 8

English as a Second Language

Learning to Read and Write in English — LT 921

A course in basic English designed for non-native speakers with a limited knowledge of the language. This course prepares students for the basic English courses by teaching them required reading and writing skills, including alphabet work and spelling.

Mon. and Wed. 7 to 9 p.m.
College Campus
50 hours Fee: $62.50
Registration: September 8 to 10, 5 to 6:30 p.m.
Dates: September 21 to December 16

Pre-Intermediate English — LT 813

A course for English as a second language students who have a limited ability in English. The focus is on grammar but includes listening comprehension, pronunciation and possibly some work in our language laboratory. Successful completion of the course allows the student to proceed to more advanced courses.

Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
College Campus
50 hours Fee: $89.00
Registration: September 8 to 10, 5 to 6:30 p.m.
Dates: September 21 or 22 to December 16 or 15

Intermediate English — LT 812

For students who already know some English, this course emphasizes grammar but also deals with speaking, writing and listening comprehension. There may be some work in the language laboratory to improve pronunciation. Successful completion of this course qualifies the student for Advanced English.

Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
College Campus
50 hours Fee: $89.00
Registration: September 8 to 10, 5 to 6:30 p.m.
Dates: September 21 or 22 to December 16 or 15

Advanced English for E.S.L. — LT 803

For students who have learned to speak and write basic English, this course further develops conversational skills, grammar and reading comprehension.

Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
College Campus
50 hours Fee: $89.00
Registration: September 8 to 10, 5 to 6:30 p.m.
Dates: September 21 or 22 to December 16 or 15

Conversational English for New Canadians — LT 818

Designed for high intermediate and advanced students, this course develops fluency in conversational English. Since there is no formal instruction in grammar, students with grammar problems should register in Pre-Intermediate ESL (LT 813) or Intermediate ESL (LT 812). Some conversation activities may be video-taped to help students assess their performance.

Mon. and Wed. 7 to 9 p.m.
College Campus
40 hours Fee: $78.00
Registration: September 8 to 10, 5 to 6:30 p.m.
Dates: September 21 to November 30

Writing for Advanced Students of English as a Second Language — LT 819

For the high intermediate or advanced student who wants to learn to write more clearly. Instruction focuses on helping students with their individual writing problems.

Mon. 7 to 9:30 p.m. College Campus
25 hours Fee: $53.00
Registration: September 8 to 10, 5 to 6:30 p.m.
Dates: September 21 to November 30

Language Test Preparation — LT 918

This course helps prepare intermediate and advanced ESL students to write tests of language proficiency such as the Michigan Test or the TOEFL (Test of English as a Foreign Language). Topics studied in-depth include: listening, reading comprehension, writing, grammar and vocabulary.

Mon. and Wed. 7 to 9 p.m.
College Campus
50 hours Fee: $62.50
Registration: September 8 to 10, 5 to 6:30 p.m.
Dates: September 21 to December 16

English Pronunciation Part I — LT 917

A short course on developing speech production for intermediate or advanced ESL students. Students use the language laboratory and there will be no formal instruction in grammar.

Tues. 7 to 9 p.m. College Campus
20 hours Fee: $25.00
Registration: September 8 to 10, 5 to 6:30 p.m.
Dates: September 22 to November 24

English Pronunciation Part II — LT 919

Prerequisite: LT 917 or previous study in phonology.
Emphasis is on refining English speech production for students who have completed LT 917 or studied some phonology in another course. The course also offers further study in transcription, sounds, stress and intonation.

Tues. 7 to 9 p.m. College Campus
20 hours Fee: $25.00
Registration: September 8 to 10, 5 to 6:30 p.m.
Dates: September 22 to November 24

English for Science and Technology — LT 923

This 80-hour course is designed for non-native speakers of English. Applicants should have a good grounding in English. There will be an entrance test, and only people whose level is suitable will be accepted.
This course concentrates on developing the student's ability in all aspects of scientific and technological English. It's particularly helpful for students intending to work in this field or to study in one of these areas at a college or university.

Tues. and Thurs. 6:30 to 9:30 p.m. College Campus
80 hours Fee: $100.00 Materials: $10.00 Lab Fee: $5.00
Registration: September 8 to 10, 5 to 6:30 p.m.
Dates: September 22 to December 22

For more information about this course, please call 967-1212, ext. 4268.

French

George Brown offers a comprehensive selection of French courses to suit everyone from beginners learning their first few phrases to fluent speakers who want to perfect their professional vocabularies.
The core of George Brown's French offerings is made up of second-language conversation courses. In these courses, students learn to speak and understand French in a relaxed and lively atmosphere. The Centre uses up-to-date teaching methods that emphasize authenticity, students' participation, pronunciation, listening skills and role playing.
For more advanced students or Toronto francophones, the Centre offers a variety of French courses ranging from business French and microcomputer programming to cooking and drawing.
Some courses can be combined by intermediate and advanced students to earn a Certificate of Proficiency in French which is particularly useful to people who use French at work.

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Certificate of Proficiency in French

Students must complete Speaking French Level 6 as well as four courses in French in order to graduate. Students exempted from all Speaking French courses must complete five courses in French.

Compulsory Courses:
Speaking French — LT 804, LT 805, LT 828, LT 835 levels 3,4,5 and 6, or LT 932 levels 2A and 3A. Students placed at levels higher than 3 are granted equivalence status for the lower levels.
Grammaire française — LT 927
Culture et société franco-canadiennes — LT 824

Electives (two or three courses from this section):
Correction phonétique — LT 929
Le français langue des affaires — LT 928
Communication écrite I — LT 822
Communication écrite II — LT 926
Introduction à la traduction — LT 823
La programmation sur micro-ordinateur I — PRGM 925A
La programmation sur micro-ordinateur II — PRGM 935A
Theatre — LT 871
Le roman policier, fantastique ét d'anticipation — LT 869

Note: Students enrolled in the certificate program must attend 80% of the classes and obtain a "B" standing in order to proceed.

Interviews:
New students of French as a second language must have a short placement interview during registration week, two weeks before the start of classes. Times and places for interviews are indicated after each course listed below. Returning students should register at least two weeks before the start of the courses.

Basic Level Courses
Levels 1A — 1B and 2A — 2B
Students develop conversational skills that enable them to express themselves simply in various daily situations. Attention is also given to the structures of the language and pronunciation. In level 2, students are encouraged to express opinions, relate events and tell simple stories. Rudiments of the past and future tenses are also studied.

Intermediate Level Courses
Levels 3 and 4
Students learn to express themselves more correctly and precisely. A lot of class work is based on the interests and occupations of the students. They are urged to discuss topics of personal interest, happenings in their lives and current events.

Advanced Level Courses
Levels 5 and 6
At this level, students can convey their message in almost every situation as they refine their skills in expressing doubt, insistence, feelings, necessity, etc. Idiomatic usage and the finer points of grammar are dealt with and students are challenged to defend opinions and ideas. They are encouraged to take advantage of francophone activities in Toronto.

Speaking French (all levels) — LT 804

Tues. and Thurs. 7 to 9 p.m.
College Campus
(507 College Street – west of Bathurst)
42 hours Fee: $52.50
September 15 to November 24
Placement interviews: College Street Campus, Room 210
September 8 to September 10, 5 to 6:30 p.m.

Speaking French (all levels) — LT 805

Mon. or Wed. 6:15 to 9:15 p.m.
St. James Campus
(200 King Street East – east of Jarvis)
42 hours Fee: $52.50
September 14 or 16 to December 21 or 16
Placement interviews: St. James Campus, Room 429
September 8 to September 10, 5 to 6:30 p.m.

Speaking French: Saturdays (basic levels) — LT 835

Sat. 9:30 a.m. to 12:30 p.m.
St. James Campus
42 hours Fee: $52.50
September 19 to December 19
Placement Interviews: St. James Campus, Room 429
September 8 to September 10, 5 to 6:30 p.m.

Speaking French: Saturdays (Intermediate levels) — LT 930

Sat. 9:30 a.m. to 12:30 p.m.
College Campus
42 hours Fee: $52.50
September 19 to December 19
Placement Interviews: College Campus, Room 210
September 8 to September 10, 5 to 6:30 p.m.

Cours en français

Pour vous inscrire aux cours suivants complétez la formule à la fin de ce répertoire et postez-la ou, allez directement au bureau d'inscription sur le campus où le cours a lieu. Inscrivez-vous le plus tôt possible pour être sûr(e) d'avoir une place.

Veuillez téléphoner au département de français pour de plus amples renseignements: 967-1212, poste 4388.

Vivre en français à Toronto — LT 925

Ce cours permet aux étudiants de pratiquer le français par des sorties culturelles, des entretiens avec des Francophones travaillant à Toronto et par l'exploitation des ressources francophones de Toronto. Les apprenants participent activement à la préparation du programme et des sorties.

mercredi 19h-22h Campus St-James
36 heures Coût: 60.00$
du 16 septembre au 2 décembre

Culture et société franco-canadienne LT 824

Dans ce cours on trace l'historique du Canada français et l'évolution actuelle de la société franco-canadienne sur les plans sociologique, politique, économique et culturel. Dans le cadre de discussions animées par un professeur expert en la matière, les apprenants tentent de mettre en lumière certaines constantes et variables de cette société en pleine évolution.

lundi 18h15-21h15 Campus St-James
36 heures Coût: 60.00$
du 21 septembre au 14 décembre

Grammaire française pour non-francophones LT 927

Prérequis: Niveau 5 ou équivalent.
Ce cours est destiné aux étudiants de niveau avancé désireux d'améliorer leur grammaire orale et écrite, afin de pouvoir mieux communiquer en français. Tou en présentant les principales règles de grammaire par le biais d'exercices structuraux traditionnels, le cours encourage l'étudiant à constamment réappliquer ces règles de façon personnelle en rédigeant des lettres, des compositions, etc. et en faisant divers types de présentations orales. Au besoin, on fait également appel à la grammaire comparée du français et de l'anglais et on étudie des textes en français bien écrit. Le cours se donne entièrement en français.

mercredi 18h15-21h15 Campus College
42 heures Coût: 52.50$
du 16 septembre au 16 décembre

Communication écrite I LT 822

Dans ce cours, l'étudiant sera amené à parfaire ses connaissances grammaticales et techniques de la langue en vue de la production écrite (Communication écrite II). La grammaire, les anglicismes, les abréviations, la ponctuation, l'orthographe et autres points de langue sont à l'étude.

mardi 18h15-21h15 Campus St-James
42 heures Coût: 66.00$
du 15 septembre au 15 décembre

Communication écrite II LT 926

Prérequis: LT 822 ou équivalent.
Dans ce cours, l'étudiant apprendra à rédiger différents types de textes (descriptions, narrations, commentaires, compte-rendus, portraits, etc.) On accordera beaucoup d'importance au style et à la précision du vocabulaire utilisé. Une partie du cours sera consacrée à la correspondance d'affaires.

lundi 18h15-21h15 Campus St-James
42 heures Coût: 52.50$
du 14 septembre au 21 décembre

Correction phonétique LT 929

Prérequis: Niveau 4 du Cours "Speaking French" ou l'equivalent
Ce cours est conçus à l'intention des étudiants anglophones qui on acquis un niveau intermédiaire de communicaton en français et qui désirent améliorer leur prononciation et leur expression orale. En classe et en laboratoire, les étudiants se familiarisent avec les caractéristiques phonétiques du français, apprennent à corriger leurs fautes de prononciation, sont entraînés à la compréhension et à la discrimination auditives, préparent des mises en situation et font des exercices permettant de parfaire leur prononciation, rythme, débit et intonation. Ce cours est donné en français.

samedi 9h30-12h30 Campus College
42 heures Coût: 52.50$
offert à la session d'hiver

Le français langue des affaires LT 928

Prérequis: Avoir réussi le niveau 5 de "Speaking French."
Ce cours est conçu à l'intention du personnel de bureau et des gens d'affaires qui ont besoin du français dans le cadre de leur travail. En classe, les étudiants apprennent à communiquer au téléphone de façon claire, prendre rendez-vous et faire un réservation, discuter des clauses d'un contrat, lire des rapports et des journaux financiers, présider une réunion, rédiger de la correspondance et divers autres documents. On encourage les étudiants à discuter de leur propre travail et à mettre en pratique immédiatement ce qu'ils ont appris en classe.

mardi 18h15-21h15 Campus St-James
42 heures Coût: 52.50$
du 15 septembre au 15 décembre

Introduction à la traduction LT 823

Ce cours initie les apprenants bilingues aux techniques nouvelles de la traduction et leur donne l'occasion de développer une approche pratique dans différents domaines. En traduisant des textes tirés de domaines variés (littérature, sciences, publicité, finance, économie, etc.), les étudiants approfondissent leur connaissance pratique du vocabulaire, de la grammaire et de la stylistique. Il ne forme pas de traducteurs professionnels.

mercredi 18h15-21h15 Campus College
42 heures Coût: 52.50$
du 16 septembre au 16 décembre

Théâtre NEW LT 871

Ce cours a pour objectif de donner à l'apprenant une perception globale de l'expérience théâtrale. La partie théorique illustre le contexte dans lequel l'art dramatique s'est développé. La partie pratique permet à l'apprenant de connaître l'interprétation et les différentes techniques utilisées au théâtre.

lundi 18h15-21h15
Campus Collège
36 heures Coût: 90.00$
du 14 septembre au 7 décembre

Le roman policier, fantastique et d'anticipation LT 869

Le roman policier: étude de quelques romans puisés dans la littérature policière en examinant les thèmes, procédés et style.
Le roman fantastique: Les origines du fantastique, légendes, croyances aux puissances maléfiques, spectres. Les thèmes, procédés, le style chez quelques auteurs parmi les plus représentatifs sont étudiés.
Le roman d'anticipation: origine et évolution. Etude de quelques auteurs.

jeudi 18h15-21h15 Campus Collège NEW
42 heures Coût: 108.00$
du 10 septembre au 10 décembre

Micro-ordinateur I PRGM 925A

Introduction à la programmation sur micro-ordinateur – un cours pour ceux et celles qui ont peu ou aucune expérience du langage BASIC sur le P.E.T. Utilisation du logiciel dans l'industrie, dans l'éducation et dans les loisirs; utilisation du clavier, des graphiques; usage du print; genres d'input et d'output dans un programme: branchements (go to), boucles (for...next), dimensions et sous-routines. En classe, dans les deux cours, l'étudiant travaille sur son propre micro-ordinateur.

lundi 19h-22h Campus St-James
30 heures Coût: 37.50$
du 21 septembre au 30 novembre

Micro-ordinateur II PRGM 935A

Cours Intermédiaire.
Introduction aux techniques plus avancées, programmation plus avancée avec création de fichiers pour le stockage et la récuperation d'information.
Dans les deux cours l'accent est mis sur la terminologie française.

mercredi 19h-22h Campus St-James
30 heures Coût: 37.50$
du 23 septembre au 25 novembre

Dessin et peinture LT 826

Ce cours est offert à toute personne désirant apprendre le dessin et la peinture en français. La première moitié du cours, consacrée au dessin, familiarise les étudiants avec le crayon, le fusain et le pastel. L'autre moitié est consacrée à la peinture, à l'application et au mélange des couleurs.
Le cours comprend des visites de galeries qui aident les apprenants à apprécier et à critiquer leur propre expression artistique ainsi que celle des autres.

samedi 10h-13h Campus St-James
36 heures Coût: 60.00$
du 19 septembre au 5 décembre

Cuisine Active FP 734

Les apprenants se familiarisent avec les ingrédients nécessaires à la préparation de plats classiques. Ils apprennent à manier les courteaux, à faire des fonds, des sauces et à les adapter à divers plats de viande, de poisson et de légumes. Le professeur fait des démonstrations de nombreuses techniques culinaires et conseille les étudiants sur l'assaisonnement des plats. Chaque classe comprend une démonstration de deux heures suivie d'une mise en pratique par les étudiants (sauf le premier soir). Les étudiants emportent leurs plats préparés à la maison.

samedi 9h30-13h30 Campus St-James
60 heures Coût: 75$ Materiaux: 100$
du 12 septembre au 19 décembre

La loi et vous — Comment s'incorporer NEW LT 870

Ce séminaire explique les différentes façons d'exploiter une entreprise, mais s'occupe principalement de la création légale appelée "corporation." La législation gouvernant les corporations est étudiée. Les articles d'incorporation sont préparés conformément aux différentes lois. Ce séminaire ne forme pas d'avocats, mais constitue un guide et donne l'information requise pour créer sa propre petite entreprise.

samedi 9h-16h Campus Collège
12 heures Coût: 65.00$
du 24 octobre au 31 octobre

Les ABC de la vente NEW LT 868

Exploration des différentes qualités à développer pour devenir professionnel de la vente. Les jeux de rôle permettent aux participants de discerner les attitudes des consommateurs, d'établir des relations de confiance, de présenter leur produit, de vendre. Une critique est faite des habiletés de chaque participant.

samedi 9h-17h Campus College
7 heures Coût: 65.00$
17 octobre

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Certificat en Enseignement du Français Langue Seconde aux Adultes NEW

Le Centre Français offre, à temps partiel, un Certificat en enseignement du français langue seconde aux adultes.
Ce certificat est conçu à l'intention des francophones qui désirent travailler dans ce domaine. Les candidatures de non-francophones ayant un niveau très avancé en français pourront être considérées.
La première partie du Certificat débutera le 15 septembre 1987 pour se terminer le 3 décembre 1987. La deuxième partie commencera le 19 janvier 1988 et se terminera le 29 mars 1988.
Les cours offerts sont:
– Micro-enseignement
– Psychologie de l'apprenant adulte
– Didactique des méthodes d'enseignement en français langue seconde et création de matériel
– Didactique de la grammaire
– Didactique de la linguistique et de la prononciation en classe de français langue seconde
– test et évaluation en enseignement du français langue seconde
– 10 heures de stage (observation)
– 30 heures de stage (enseignement)

Entrevues
Tout candidat devra se soumettre à un examen oral avant d'être accepté au Certificat. Les entrevues auront lieu au Campus Collège, 507 College, local 106.

Evaluation et Obtention du Certificat
Chaque étudiant devra remettre pour chacun des cours complétés, des travaux évaluant son apprentissage, participer à un minimum de 80% du cours et réussir les examens afin d'accéder au cours suivant. La note de passage pour chacun des cours est de 60%.
Un certificat en enseignement du français langue seconde aux adultes sera décerné aux candidates ayant remplie toutes les exigences énumérées ci-haut.

Micro-enseignement LT 933

Dans ce cours, l'étudiant pourra évaluer ses aptitudes à enseigner. Les mises en situation et les jeux de rôle lui feront prendre conscience des exigences de l'enseignement. L'étudiant sera filmé à plusieurs reprises. Il lui sera ainsi permis de visualiser ses points faibles et de les corriger.

mardi et jeudi 19h-22h, Campus Collège
18 heures Coût: 22.50$
du 15 septembre au 1 octobre

Psychologie de l'apprenant adulte LT 934

Préalable: Micro-enseignement.
Dans ce cours, les étudiants pourront discerner les différences entre pédagogie et andragogie. L'accent sera surtout mis sur les principes andragogiques. On apprendra à évaluer les besoins des apprenants adultes et à cerner les objectifs à atteindre en salle de classe. Une partie du cours portera également sur l'évaluation de l'apprentissage auprès d'un apprenant adulte.

mardi et jeudi 19h-22h Campus Collège
24 heures Coût: 30.00$
du 6 octobre au 29 octobre

Didactique des méthodes d'enseignement en français langue seconde et création de matériel LT 935

Préalable: Psychologie de l'apprenant adulte.
Dans ce cours, l'étudiant fait un tour d'horizon des différentes approches et méthodes d'enseignement du français langue seconde à utiliser en salle de classe. Il apprend à en évaluer le contenu et la pertinence. Il apprend à créer du nouveau matériel en fonction des besoins des apprenants et des objectifs à atteindre en salle de classe.

mardi et jeudi 19h-22h Campus Collège
39 heures Coût: 48.75$
du 3 novembre au 3 décembre et 19 janvier au 26 janvier

Didactique de la grammaire LT 936

Préalable: Didactique des méthodes d'enseignement du français langue seconde et création de matériel.
Un survol rapide des différentes règles de grammaire fera l'objet d'une partie de ce cours. L'accent portera principalement sur la transmission des règles de grammaire française pouvant freiner l'apprentissage en langue seconde.

mardi et jeudi 19h-22h Campus Collège
18 heures Coût: 22.50$
du 28 janvier au 16 février

Didactique de la linguistique et de la prononciation en classe de français langue seconde LT 937

Préalable: Didactique de la grammaire.
L'étudiant approfondira les différents champs de la linguistique, il apprendra à relever les difficultés de prononciation que rencontrent les apprenants et à les corriger. Ces corrections pourront être faites aussi bien en salle de classe qu'au laboratoire.

mardi et jeudi 19h-22h Campus Collège
18 heures Coût: 22.50$
de 15 février au 8 mars

Test et evaluation en enseignement du français langue seconde

LT 938

Préalable: Didactique de la linguistique et de la prononciation dans la classe de français langue seconde.
A partir des besoins des apprenants et des objectifs à atteindre en salle de classe, l'étudiant s'attardera sur l'évaluation qui doit être faite de la langue seconde. Il apprendra à reconnaître ce qui doit être évalué et de quelle façon l'évaluer.

mardi et jeudi 19h-22h Campus Collège
18 heures Coût: 22.50$
de 10 mars au 29 mars

Stage d'observation

LT 939

Les dix (10) heures d'observation se feront entre septembre et décembre 1987. L'étudiant devra observer une classe de français langue seconde au Collège George Brown. De cette façon, il sera apte à enseigner à la deuxième partie du certificat.

10 heures Coût: 12.50$

Stage d'enseignement

LT 940

Préalable: Stage d'observation.
Dans ce stage, les étudiants devront préparer, structurer et donner un cours de français soit, au niveau débutant, intermédiaire ou avancé. Les trente (30) heures d'enseignement seront supervisées par un professeur qualifié dans l'enseignement du français langue seconde aux adultes. Les superviseurs devront produire un compte-rendu du travail effectuér et noter chacun des stagiaires. De même que l'observation, l'enseignement devra se faire au Collège George Brown. Les stagiaires seront filmés à la fin de ce cours. Ils pourront ainsi noter le progrès fait depuis septembre 1987. Le stage d'enseignement devra avoir lieu entre janvier et juin 1988.

30 heures Coût: 37.50$

Italian

Italian Language and Heritage

Basic LT 806A
Intermediate LT 806B
Advanced LT 806C

Develop both speaking and writing skills while learning about Italian culture.

Mon. and Wed. 7 to 9 p.m.
College Campus
50 hours Fee: $89.00
Registration: September 8 to 10
Dates: September 21 to December 16

Spanish

Spanish Language and Heritage

Basic LT 808A
Intermediate LT 808B
Advanced LT 808C

Develop both speaking and writing skills while learning about Spanish culture, particularly the cultures of the Spanish-speaking countries in South America.

Mon. and Wed. 7 to 9 p.m.
College Campus
50 hours Fee: $89.00
Registration: September 8 to 10
Dates: September 21 to December 16

German

German Language

LT 817

This course develops students' language skills according to their individual competence in German.

Mon. and Wed. 7 to 9 p.m.
College Campus
50 hours Fee: $89.00
Registration: September 8 to 10
Dates: September 21 to December 16

Chinese (Mandarin)

Chinese Language (Mandarin)

LT 825

Develop both speaking and writing ability while learning about Chinese culture.

Mon. and Wed. 7 to 9 p.m.
College Campus
50 hours Fee: $89.00
Registration: September 8 to 10
Dates: September 21 to December 16

Arabic

Standard Arabic for Beginners

LT 918

Gain a basic knowledge of modern standard Arabic as it is used throughout the Arab world. Emphasis is placed on conversational skills and discussing contemporary Arab values. Class activities are relevant to those doing business with the Arab world.

Mon. and Wed. 7 to 9 p.m.
College Campus
50 hours Fee: $62.50
Registration: September 8 to 10
Dates: September 21 to December 16

Portuguese

Basic Portuguese

NEW

LT 840

This course covers the development of facility in both speaking and writing of the language. Language instruction is given in contexts that reflect the most notable features of Portuguese culture.

Mon. and Wed. 7 to 9 p.m.
College Campus
50 hours Fee: $89.00
Registration: September 8 to 10
Dates: September 21 to December 16

Sign Language

Introduction to Sign Language

CES 900

Introduces students to basic American Sign Language structure and vocabulary through a communicative or direct experience method. The focus is on achieving survival level expressive skills and the development of strong receptive skills. Students must purchase a textbook.
Instructors: Brian Hunter and Maureen Wichert.

Mon. 6 to 8 p.m. or 8 to 10 p.m.
Casa Loma Campus
24 hours Fee: $30.00
September 14 to December 7

Sign Language — Level II

CES 901

Prerequisite: Introduction to Sign Language — CES 900 or equivalent.
Students learn more structures, grammatical features and vocabulary based on material learned in the Level I class. Both receptive and expressive skills are emphasized using a conversational method in class. The same text as Level I is used. Instructor: Brian Hunter is a freelance sign language interpreter employed by the Secretary of State and Ontario Interpreters Services. He is also a certified sign language interpreter, Registry of Interpreters, U.S.A.

Tues. 6 to 8 p.m. Casa Loma Campus
24 hours Fee: $30.00
September 15 to December 1

NEW REGISTRATION CENTRES

For courses offered at Nightingale and Casa Loma Campus register at Casa Loma Admissions Office.

For courses offered at College St. and Kensington Campus register at Kensington Admissions Office.

For courses offered at St. James Campus register at St. James Admissions Office.

Certificate in Liberal Studies

NEW

The courses leading to this certificate are designed to stimulate thinking and further study.
After the satisfactory completion of each course, students will receive a certificate of competence, and on completion of six courses will receive a certificate in Liberal Studies. With the approval of the department, courses chosen among those offered in Communications, Creative Writing or French may be substituted for some of the Liberal Studies courses.
These courses may be used to fulfill elective requirements in the General Arts and Science Diploma Program.
To register your interest in this certificate or for more information, please phone 967-1212, ext. 3272.

The following four courses, PSY 907X, PSY 908X, SOC 101X and SOC 204X are equivalent to courses offered in post-secondary day programs in business, technology and nursing. Students who plan to take one of these courses for full-time credit must obtain approval from the Chairperson of English and Liberal Studies or a designated coordinator.

Psychology

Psychology — An Introduction

PSY 907X

This course looks at the "why" of human behaviour. It offers the student an introduction to personality theories and therapies. Human experience in terms of sensation, perception and states of consciousness are covered. Other dimensions of behaviour included are motivation and emotion, learning and thinking, sex roles, and attitudes.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
September 17 to December 17

Psychology in the Workplace

PSY 908X

In this course, basic principles of psychology are applied to the work setting. Topics discussed include personality and work, the motivation to work, working in groups, social skills and work, working in organizations, work in different cultures, job satisfaction. This is a basic course in applied psychology suitable for career-motivated managers in any occupation or for those contemplating a supervisory position.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
September 15 to December 15

Sociology

Introductory Sociology

SOC 101X

Prerequisite: Grade 12 or equivalent.
This course introduces students to the sociological perspective and uses it to explore the nature of modern industrial society, with an emphasis on Canada. The course examines the basic problems of social order and social change in terms of such topic areas as the changing family, bureaucratic organization, class structure, culture within mass society, deviance and social control.

Thurs. 6:30 to 9:30 p.m.
St. James Campus
45 hours Fee: $52.50
September 10 to December 17

Women in Society

SOC 204X

Prerequisite: Grade 12 or equivalent.
In this course students explore and evaluate some of the main issues of the women's movement past and present. Why is inequality so entrenched and in what ways are the sexes truly different? These questions keep emerging in the various topics about women in the workforce and in the family: equal opportunity, day care, sexual harassment, love relationships, health care, and violence. Classes are conducted in seminar format, with presentations, some films and discussion. Students are encouraged to reflect upon their own feelings about women in Canadian society.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
September 15 to December 15

Ethical Decision-Making

ELS 921

This course is designed as an introduction to moral philosophy. It is comprised of three parts: skills, theories, and applications. Initially, skills required to reason morally are developed. Secondly, theories which can inform ethical judgment are covered. Thirdly, skills and theories are applied to contemporary issues involving social and moral controversy (eg., sexuality, genetics, abortion, war, business practice and capital punishment). Discussion and debate are encouraged.
At the first class, materials will be available for which the fee is $15.00.

Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $80.00
September 15 to December 15

Introductory Philosophy

ELS 922

Prerequisite: Grade 12 or equivalent.
This course serves as an introduction to philosophy. Its main focus is on theories of human nature. The ideas of Plato, Sartre, Marx, Skinner, Nietzsche, Kierkegaard, Freud, and others are analyzed, discussed, and evaluated. Also covered in this course are social philosophy, ethics, aesthetics, epistemology, and the philosophy of religion.

Thurs. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $80.00
September 17 to December 17

Law

Law in Society

ENG 911

Prerequisite: Grade 12 or equivalent.
This course provides the student with a better understanding of how the law works in the context of modern society, reviews societal structures, groups and institutions that shape modern life, and examines practical issues relating to Canadian law. It includes an overview of the Canadian legal system with some reference to controversial issues; for example, matrimonial law. Given the growing complexity of society, and the resultant need to understand and cope with social change, this course offers a career-bound individual a valuable legal and sociological perspective.
Instructor: Bill Halkin, Toronto lawyer and sociologist.

Thurs. 6:30 to 9: 30 p.m.
St. James Campus
42 hours Fee: $68.00
September 17 to December 17

Of Interest to Women

Personal Money Management for Women

ENG 914

This course is for anyone who wishes to take charge of her own finances but is confused about how to start.
Students are given tools to analyze their present financial situation and a step-by-step approach for building a secure future — even if they have only a little money with which to begin. Students gain hands-on experience with record keeping and planning. Investment tools such as real estate, mutual funds, stocks and bonds, as well as myths about money, are discussed.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
September 17 to December 17

Images of Women in Film and Literature

ENG 915

As the concept of woman changes, it is important to both men and women to examine the choices, problems and challenges that have faced and are facing women. In this course, participants consider works by and about women and think about a wide range of female characters as they are shown in literature and films. From an examination of theme, character development, plot, writing style and literary devices, participants come to a better understanding of women in literature and of their image as portrayed in film.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
September 17 to December 17

Architectural

The Certified Construction Associate (CA) Program

A Certificate in Certified Construction Associate (CCA) will be awarded on successful completion of the following courses:

DR 906 – Part I – Environment of the Construction Industry NEW
DR 907 – Part II – Process of Management
DR 908 – Part III – Human Resources
DR 909 – Part IV – Labour Relations
DR 910 – Part V – Business Analysis
DR 911 – Part VI – Construction Principles

Heating Fuels Certificate Program

A Certificate in Heating Fuels will be awarded on successful completion of the following courses:
HT 910 – Gas Fitter I
HT 907 – Gas Fitter II
HT 913 – Oil Burner II
HT 915 – Basic Electricity and Controls
HT 919 – Propane Gas

Residential Heating and Air Conditioning Certificate Program

A Certificate in Residential Heating and Air Conditioning will be awarded on successful completion of the following courses:
AIR 905 – Air Conditioning, Residential and Small Commercial
HT 900 – Warm Air Heating and Air Conditioning
HT 907 – Gas Fitter II
HT 913 – Oil Burner II
HT 915 – Basic Electricity and Controls.

Balancing of Mechanical Systems Certificate

A Certificate in Balancing and Mechanical Systems will be awarded on successful completion of the following courses:
AIR 900 – Air Conditioning Design I
AIR 901 – Air Conditioning Design II
AIR 905 – Air Conditioning Residential and Commercial
AIR 910 – Building Mechanical Systems Advanced Balancing Procedures
SM 911 – Sheet Metal Pattern Drafting

Stationary Engineering Fourth Class Certificate

A Certificate in Stationary Engineering Fourth Class will be awarded on successful completion of the following courses:
STAT 941 – Power Plant Applied Science
STAT 942 – Power Plant Chemistry
STAT 943 – Power Plant Boilers and Auxiliaries
STAT 944 – Power Plant Heating, Refrigeration and Air Conditioning
STAT 945 – Power Plant Electrics and Instrumentation
STAT 946 – Power Plant Applied Mechanics

Stationary Engineering Third Class Certificate Program

A Certificate in Stationary Engineering Third Class will be awarded on successful completion of the following courses:
STAT 931 – Power Plant Applied Science
STAT 932 – Power Plant Chemistry
STAT 933 – Power Plant Boilers and Auxiliaries
STAT 934 – Power Plant Heating, Refrigeration and Air Conditioning
STAT 935 – Power Plant Electrics and Instrumentation
STAT 936 – Power Plant Applied Mechanics

Stationary Engineering Second Class Certificate Program

A Certificate in Stationary Engineering Second Class will be awarded on successful completion of the following courses:
STAT 921 – Power Plant Applied Science
STAT 922 – Power Plant Chemistry
STAT 923 – Power Plant Boilers and Auxiliaries
STAT 924 – Power Plant Heating, Refrigeration and Air Conditioning
STAT 925 – Power Plant Electrics and Instrumentation
STAT 926 – Power Plant Applied Mechanics
STAT 927 – Power Plant Drawing

Stationary Engineering First Class Certificate Program

A Certificate in Stationary Engineering First Class will be awarded on successful completion of the following courses:
STAT 911 – Power Plant Applied Science
STAT 912 – Power Plant Chemistry
STAT 913 – Power Plant Boilers and Auxiliaries
STAT 914 – Power Plant Heating, Refrigeration and Air Conditioning
STAT 915 – Power Plant Electrics and Instrumentation
STAT 916 – Power Plant Applied Mechanics
STAT 917 – Power Plant Statics and Fluids

Blueprint Reading and Drafting

Blueprint Reading for the Construction Trades DR 931

This course is intended for those working in all branches of the building trades and serves as a foundation for further study.
Course Content: Orthographic projection, dimensions, pictorial drawing, drawing to scale, symbols and conventions, construction plans, sections and details, reading and interpreting working drawings and an introduction to metric drawings.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 21 to November 30
January 11 to March 16

Construction Estimating NEW DR 932

Prerequisite: Current employment in the construction industry.
This course is designed to introduce general estimating to building contractors, subcontractors and suppliers to the building industry. Topics include mensuration, ready plans and specifications, job costs, tender documents and the methods of accurately assembling quantities.

Mon. and Thurs. 7 to 9 p.m.
Casa Loma Campus
60 hours Fee: $75.00
September 28 to December 3

Blueprint Reading for the Welding Trade ENDR 572X

Shows welders how to read blueprints. Topics include: a study of orthographic and pictorial drawing systems, freehand sketching, sketches of welded parts using multiview projection, basic dimensioning principles; a study of welded detail and assembly blueprints, including auxiliary views, scale drawings, shop notes, dimensions, tolerances, small tool operations, interpretation of welding symbols, sectional views and conventional practices.

Tues. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 22 to February 16

Technical Drawing — Part I ENDR 901

A practical introduction to the techniques needed to work in a drawing office. Topics include: the use of instruments, lettering, linework, applied geometry, third angle orthographic projection, oblique and isometric drawings, freehand sketching, conventions and symbols, sections, tolerances, limits and fits, surface roughness, gears, cams, pipe fittings and layouts, plus electrical, layout and assembly drawings.

Thurs. (Fall), Tues. (Winter) 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 24 to February 18

Blueprint Reading for Machine Trades ENDR 910

Provides tradesmen with a basic understanding of reading blueprints. Topics include: orthographic and pictorial drawing systems; freehand sketches of machine parts using multiview, isometric and oblique projections, and the interpretation of industrial blueprints including notes, specifications, dimensions, tolerances and surface finish.

Tues. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 22 to February 16

Architectural Drafting — Part I DR 900

After an introduction to drafting equipment and procedures, topics studied include: Canadian symbols and conventions, foundation and floor plans for various types of construction, site plans, typical wall sections, introduction to metric drawings, and details of windows, doors, stairs and building codes.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $75.00
September 21 to November 30
January 11 to March 16

Architectural Art and Presentation — Part I DR 902

Prerequisite: Successful completion of DR 900 or equivalent, employment as a draftsperson or illustrator, or graduation at the Grade 12 level in Architectural Drafting.
Course Content: One and two point perspective, freehand approach and office method, interior and exterior sketching projects, shades and shadows, delineation techniques of furniture, trees, grass, etc., use of pencil, pen, markers and letratone.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
30 hours Fee: $37.50
September 21 to October 26
November 2 to December 2

Construction

Introduction to Construction DR 904

This course, developed in cooperation with the National Association of Women in Construction, covers the fundamentals of construction procedures and technology and includes a visit to a job site. Other topics include: an introduction to city and regional planning, managing, contracting, designing, engineering, estimating, bidding, inspecting, as well as the production work normally associated with construction.

Mon. and Thurs. 7 to 10 p.m.
Casa Loma Campus
45 hours Fee: $56.25
September 21 to November 12
January 11 to April 20

Intermediate Construction NEW DR 905

Prerequisite: DR 904 — Introduction to Construction.
Drawings, Specifications, Estimating, and Scheduling deals with interpreting information conveyed from architects and engineers to contractors by way of a legal document and implementing that fundamental understanding. It discusses the many components of the legal agreement that bind the parties in a construction project; working drawings, front-end documents of the Project Manual, specifications, estimates, proposals, and schedules.

Mon. and Thurs. 7 to 10 p.m.
Casa Loma Campus
48 hours Fee: $60.00
September 28 to November 19

Part I — Environment of the Construction Industry DR 906

This course covers the following topics: ethics and social responsibility; business law and construction; public relations; and economic environment of construction.

Wed. 7 to 10 p.m. Casa Loma Campus
36 hours Fee: $45.00
September 30 to December 16

Part II — Process of Management DR 907

Prerequisite: Part I
This course covers the following topics: the manager; basic managerial functions; and administrative communication and procedures.

Wed. 7 to 10 p.m. Casa Loma Campus
36 hours Fee: $45.00
January 13 to March 30

CADD

Introduction to CADD for Architects & Civil Engineers CAD 951

Prerequisite: Minimum two years drafting experience.
An introduction to the types of compuers available and the types and differences of various CADD systems. Other topics include: the operation of a graphics work station; the application of the points, lines and arcs CADD functions, basic geometric construction elements; operation of a digitizer, copier and plotter, establishing scales; setting line, plot and colour fonts, using menus, panning, zooming, filling and dimensioning.

Mon. or Wed. 7 to 10 p.m. or
Sat. 9 a.m. to 1 p.m.
Casa Loma Campus
36 hours Fee: $280.00
September 21, 23 or 26 to December 14, 16 or November 21
November 28 to February 6
January 4 or 6 to February 29 or March 2
February 13 or 20 to April 9 or May 7

Advanced CADD for Architects and Civil Engineers CAD 952

Prerequisite: CAD 951 — Introduction to CADD.
Select a project from your discipline for CADD development. Topics studied include: file structure and maintenance, parts library, back-up procedures, deleting and archiving, selecting optimum commands, creating personal menus, merging files and editing text files.

Tues. or Thurs. 7 to 10 p.m.
Casa Loma Campus
36 hours Fee: $280.00
September 22 to December 8 or
September 24 to December 10
January 5 to March 22 or
January 7 to March 24

Tool Design

Tool Design Concepts ENDR 905

Prerequisite: Tool & Die Maker with technical drawing knowledge.
This course is designed to introduce the student to the design of: drill jigs, milling fixtures, gauges, dies, progressive dies, draw dies, injection moulds, and assembly diecasting moulds.

Tues. 7 to 10 p.m. Casa Loma Campus
96 hours Fee: $120.00
September 22 to May 10

Heating/Air Conditioning

Warm Air Heating and Air Conditioning HT 900

Gain a background in system design and its application to residential warm air heating and air conditioning systems. There is the option to write the H.R.A. system design examination. Specific topics include: heat transfer, humidity and humidity control, heat loss and heat gain calculations using H.R.A. methods and manuals; elements of system design, including duct sizing, selecting and comparing systems, and an introduction to system balancing.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
72 hours Fee: $90.00
September 22 to December 10
January 19 to April 7

Basic Electricity and Controls/ Heating and Air Conditioning HT 915

Provides a basic electrical and controls background for students entering the heating and air conditioning trades. Topics covered include: fundamentals of voltage, current and electrical resistance, Ohm's law and the law of electric power, series and parallel electrical circuits, electrical measurement and testing; electromagnetism and electromagnetic equipment, including relays, circuit breakers etc., introduction to alternating current, transformers, operation and testing of electric motors, electric wiring diagrams as applied to simple heating and cooling systems, the principles behind the operation of temperature controls, thermostats, limit controls, pressure controls, and simple heating and cooling control systems.

Tues. and Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 29 to December 3
January 19 to March 24

Gas Fitter II HT 907

Provides the necessary background to write the Fuel Safety Branch Gas Fitter II licence examination. Specific topics studied include: properties of natural gas, fundamentals of combustion; gas physics, including flow and pressure, gas meters and regulators, gas piping, gas venting, the atmospheric burner, principles of gas controls and control systems, installing and servicing gas conversion burners, analyzing flue gas and combustion efficiency, general appliance requirements, and a review of codes and regulations.

Mon. and Wed. 6 to 9 p.m. or 7 to 10 p.m. or Tues. and Thurs. 6 to 9 p.m. or 7 to 10 p.m.
Casa Loma Campus
90 hours Fee: $112.50
September 21 or 22 to January 13 or 14
January 25 or 26 to May 4 or 5

Gas Fitter I HT 910

Provides the necessary background to write the Fuel Safety Branch Gas Fitter I licence examination. Specific topics studied include: properties of gas flames, flame detection, flame safeguard system and terminology; fundamentals of controls (on-off, high-low-off, modulating-off), required C.G.A. valve train assemblies and components, limit controls and interlocks, programming flame safeguard controls, gas fired boilers; installing boilers and burners (piping, venting, and code requirements), analyzing flue gas, combustion and boiler efficiency, and an introduction to process gas heating equipment.

Mon. and Wed. or Tues. and Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
90 hours Fee: $112.50
September 21 or 22 to January 13 or 14
January 25 or 26 to May 4 or 5

High Efficiency Gas Furnaces and Boilers HT 922

Prerequisite: Gas Fitter II licence.
Learn to install and service high efficiency furnaces. Topics covered include: steady state and seasonal efficiency; improving seasonal efficiency with retro-fitting; types of furnaces and boiler designs, how these designs achieve semi- and full condensing of the flue gases; principles of, and required coiltrol systems for induced draft firing, forced draft firing and pulse combustion; installation requirements for the major types of high efficiency furnaces; application, circuitry and settings of programmable thermostats; servicing and troubleshooting.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50
November 9 to December 9

Oil Burner II HT 913

Provides the necessary background in trade theory and practice to write the Fuel Safety Branch Oil Burner II licence examination. Topics studied include: properties of fuel oil, theory of combustion, fuel oil firing systems, fuel pumps, nozzles, air handling components, ignition components, tanks and piping, combustion chambers and chamber materials, air and hot water temperature controls, combustion controls, control systems, servicing and installing equipment, analyzing flue gas and combustion efficiency, retro-fitting and upgrading existing systems, and a review of codes and regulations.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
90 hours Fee: $112.50
September 22 to January 14
January 26 to May 5

Air Conditioning Design I AIR 900

Provides the basic theory and application of system design of air conditioning systems to H.R.A. standards. Topics covered include: the fundamentals of heat transfer, humidity and its control, heat gain and heat loss calculations using H.R.A. methods and manuals; the elements of system design and their application, including duct sizing, selecting and comparing equipment, an introduction to system balancing, and the applications of air conditioning equipment.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
72 hours Fee: $90.00
September 22 to December 10
January 19 to April 7

Pneumatic Controls AIR 907

Prerequisite: Employment in the heating or air conditioning industry as a journeyman or equivalent.
An introduction to pneumatic control circuits and their typical applications to radiation, central fan heating, fan coil units, induction units, and year round air conditioning systems.

Mon. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50
September 28 to December 7

Air Conditioning Residential and Commercial AIR 905

Prerequisite: Employment in the heating or air conditioning industry as a journeyman or equivalent.
Provides a fundamental background in the theory and practice of residential and small commercial air conditioning systems and equipment. Topics include: the fundamentals of refrigeration, compressors, condensors, evaporators, tubing and connections; standard operating procedures, including evacuating, charging and testing for leaks, electric motors, motor starters and overloads, electric and control circuits, testing circuits and troubleshooting, winter operation, selecting equipment, installation and start-up procedures, air problems and measurement, and conducting a service analysis.

Mon. and Wed. or Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
72 hours Fee: $90.00
September 28 or 29 to December 21 or 17
January 18 or 21 to April 6 or 9

Building Mechanical Systems Advanced Balancing Procedures AIR 910

Prerequisite: Satisfactory completion of course AIR 900 or AIR 901 or equivalent.
This course is designed to provide advanced knowledge and techniques to those who are involved with balancing or adjusting air distribution systems. The course covers the following topics: air quantity, air changes, system pressure, air friction chart, air movement, balancing dampers, measuring instruments for duct systems and sizing ducts for proper air movement.

NEW

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 21 to November 30

Propane

Propane Gas (Fitter S2) HT 919

Provides the necessary background in trade theory and practice to write the Fuel Safety Branch Propane Gas Fitter S2 licence examination.
Topics covered include: properties of propane gas, basic requirements for field approved appliances, propane piping and tubing requirements, review of ventilation and combustion air, general requirements for appliance storage and handling, filling cylinders, locating and storing propane tanks, accessories and equipment; transports, tank trucks and the transportation of propane, propane as an engine fuel, vaporizers, indirect and direct fired cylinder systems for highway mobile vehicles, basic domestic gas burner controls and heating systems as well as domestic hot water heaters.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
90 hours Fee: $112.50
September 21 to January 13
January 25 to May 4

Propane (Plant Operator 3) HT 921

Provides the necessary knowledge of propane to write the Fuels Safety Branch Plant Operators licence. Topics covered include: properties of propane, safety procedures, filling propane containers and propane powered vehicles, and maintenance of the filling plant.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
6 hours Fee: $19.00
September 15 to 17
May 10 to 12

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Propane Gas (Industrial Forklift S6) HT 923

The following topics are discussed: properties of propane gas, review of ventilation and combustion air, general requirements for equipment storage and handling, filling cylinders, locating and storing propane tanks, accessories and equipment, and the transportation of propane as required for propane powered lift trucks and tow motors.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
12 hours Fee: $37.00
September 22 to October 1

Plumbing

Plumbing Basic PLUM 900

An introduction to the theory and practice of domestic plumbing. Includes an examination of such topics as: materials and fittings, correct procedure for measuring pipe lengths, trapping and venting plumbing fixtures, and plumbing design for single family dwellings. Practical demonstrations and hands-on experience with commonly used pipe materials and tools are included.

Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 28 to December 7
January 11 to March 16

Plumbing Qualification PLUM 902

A refresher course in general plumbing theory to help prepare for writing the certificate of qualification examination. Due to the broad scope of the course, topics are not covered in great depth. The student should be familiar with trade terminology and practices.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 29 to December 3
January 12 to March 17

Plumbing Design and Installation PLUM 904

Prerequisite: Ontario Certificate of Qualification in Plumbing.
A comprehensive review of the areas that candidates for master's licences should be familiar with. Specific subjects covered: pertinent labour legislation, discounts, overhead and profit, material take-off, the provincial Plumbing Code, and considerable practice in the drawing of drain plans and stack elevations together with the sizing of the piping.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 29 to December 3
January 12 to March 17

Ontario Plumbing Code PLUM 906

An introduction to the recent revisions made to the Ontario Plumbing Code. These revisions are detailed and extensive and are required knowledge for those responsible for plumbing installation.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50
September 28 to November 2
November 9 to December 9
February 1 to March 2

Appliance Servicing

Appliance Servicing Part I (Electrical Fundamentals and Ranges) AP 903

Provides a basic background in electrical theory and practice as applied to major appliances with the emphasis on electrical ranges. Topics covered include: the nature of electricity, basic electrical quantities, Ohm's Law and its application, electrical circuits, magnetism and electromagnetism, electrical circuitry and fault finding, motors, power and heating effects, electrical measuring instruments, various switching devices, and the theory and test procedures of conventional ranges.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 22 to November 26
January 19 to March 24

Appliance Servicing Part II (Domestic Refrigeration) AP 904

Provides a basic background in the theory and practical repair of the following: domestic refrigerators, freezers, window air conditioners, evaporators, compressors, condensors, and electric motor controls. Other topics include: the compression system of refrigeration, refrigerants, liquid feed devices, defrosting methods, food preservation, evacuating and charging, conditioners, circuit tracing, fault finding, service and analysis.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 22 to November 26
January 19 to March 24

Appliance Servicing Part III (Laundry Equipment) AP 905

Prerequisite: AP 903 — Appliance Servicing Part I or equivalent.
Learn the theory and operation of automatic washers, dryers and dishwashers plus how to find faults, make repairs, trace circuits and conduct a service analysis.

Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 21 to November 30
January 18 to March 23

Microwave Ovens
AP 909

Review of basic electricity including emphasis on: relays, transformers, capacitors. Introduction to basic solid state electronics including: diodes – varistors, S.C.R.s – surge resistors, triacs, transistors, magnetrons, high voltage circuitry, control circuitry, variable power, door interlocks, electromagnetic spectrum, properties of microwaves and their reaction with various materials, oven cavity construction, door construction, chokes and door seals, stirrers, turntable, blowers, safety procedures, service procedures, use of survey meters for leakage testing, basic microwave cooking.

Mon. and Thurs. 6 to 9 p.m. Casa Loma Campus
24 hours Fee: $30.00
October 5 to November 9

Refrigeration

Refrigeration — Part I
REF 900

Learn the fundamentals and principles of refrigeration, including: the compression system of refrigeration, properties of refrigerants, metering devices, expansion valves, evaporators, condensors, compressors, flow equipment, electric controls and control valves, lubrication, troubleshooting, demonstrations of silver brazing in the shop, evacuating and charging, plus other service tips.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 22 to November 26
January 19 to March 24

Refrigeration – Part II
REF 911

Prerequisite: REF 900 — Refrigeration — Part I or equivalent experience.
After a review of the fundamentals, topics covered include: electricity as applied to basic circuits and components, defrosting methods, time clocks, compressor drives, test instruments and their use, piping, temperature and pressure control, applications of refrigeration, humidity control, cold storage, basic psychrometric analysis, secondary refrigerants, liquid cooling, heating and cooling thermostats, trade safety; motor starting including relays, starters and contractors and motor overload protection.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
90 hours Fee: $112.50
September 22 to January 14
January 26 to May 5

Refrigeration — Part III
REF 902

Prerequisite: REF 911 — Refrigeration — Part II.
Covers the following topics: rooftop condensors, piping systems, chillers, heat pumps, symbols, starters and contactors, packaged units, humidifiers, dehumidifiers, electronic and curtain air cleaning equipment, odor control, load calculations, commercial air conditioning, psychrometric analysis, selecting equipment, control circuitry, troubleshooting, safety, and an introduction to pneumatic systems.

Tues. and Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
90 hours Fee: $112.50
September 22 to January 14

Training in Housing Rehabilitation Skills

George Brown College in co-operation with Canada Mortgage and Housing Corporation (CMHC) is offering two of four courses in the "Training in Housing Rehabilitation Skills" program.

Inspecting Dwellings and Introduction to Specification Writing
CES 813

This course is designed to improve the knowledge and skills of those involved in the housing rehabilitation and renovation field and is of particular interest to contractors, building inspectors, appraisers, property managers and real estate agents.
The following topics are covered: inspecting an existing dwelling, identifying systems and components of the dwelling, identifying problems and their causes, recording and writing up deficiencies, describing the work required for repair and replacement, and an introduction to specification writing.
The course includes supervised on-site dwelling inspections.

Sat. 8:30 a.m. to 5:30 p.m. Casa Loma Campus
48 hours Fee: $222.00 Materials: $65.00
October 10 to November 14
February 6 to March 12

Residential Specification Writing and Cost Estimating
CES 815

Prerequisite: CES 813 — Inspecting Dwellings and Introduction to Specification Writing.
The second of four courses in the series "Training in Housing Rehabilitation Skills", this course is designed to improve the contract documentation skills of those involved in the residential rehabilitation and renovation field. Those who have completed course 1, Inspecting Dwellings and Introduction to Specification Writing and have a knowledge of building materials, construction methods, terminology, and practical experience benefit the most from this course. The following topics are covered: on-site drawings, specification writing, cost estimating, and an introduction to contract administration.

Mon. and Thurs. 7 to 10 p.m. Casa Loma Campus
48 hours Fee: $222.00 Materials:$65.00
January 11 to March 3

For more information about this program, call Mr. E.A. Gould at 967-1212, ext. 2434.

Carpentry

Carpentry for the Homeowner — Basic
CAR 901

Learn to operate the common hand and power tools used at home plus carpentry methods and materials required to maintain your home or cottage.

Mon. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $65.00
September 21 to November 30
January 11 to March 14
March 21 to May 30

Carpentry for the Journeyman
CAR 902

Prerequisite: Employment in the carpentry trade.
Approximately 20 hours of classroom theory and 40 hours of practical work covering the following topics: framing a roof, equal pitch, the basics of building stairs, and the Building Code.

Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 23 to February 17

Cabinet Making – Elementary
CAR 900

An introduction to common hand and power tools used in home crafts, along with simple joinery methods and other techniques used in furniture and cabinet making. Acquire a basic knowledge of finer woodworking that should encourage you to proceed on your own home projects.

Tues. or Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $130.00
September 22 to February 16
September 24 to February 18

NEW REGISTRATION CENTRES

For courses offered at Nightingale and Casa Loma Campus register at Casa Loma Admissions Office.

For courses offered at College St. and Kensington Campus register at Kensington Admissions Office.

For courses offered at St. James Campus register at St. James Admissions Office.

Energy

Low Energy Building Technology
ECT 905

Gain practical experience and a thorough understanding of the techniques used to build homes to the R-2000 standard of energy efficiency. This specialized course is available to apprentice and journeyman carpenters and other construction trades who want to meet consumer demands for more energy efficient homes. Topics covered include: heat transfer and moisture movement, air sealing methods, materials and testing, passive solar design, HOTCAN energy use prediction, construction techniques, heating, ventilation, heat recovery, low energy retro-fitting, marketing opportunities and government programs.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $75.00
November 17 to February 2
February 9 to April 14

For more information about this course, please call 967-1212, ext. 2481.

Energy Management (Commercial Buildings)
HT 914

Prerequisite: Experience in heating, air conditioning and mechanical building systems. Learn specialized techniques needed to manage the energy use of a commercial building. Topics covered include: an introduction to energy cost, energy auditing and its application, preventative maintenance techniques associated with energy management, an introduction to computerized control, quick fix and retro-fitting.

Wed. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $59.00
September 23 to November 25

Masonry

Bricklaying
MAS 900

Learn all about the tools, equipment and materials used by bricklayers as well as the types, sizes and characteristics of bricks. The types and preparation of mortars using various bonding agents in all weather are also covered as well as the layout of walls, pilasters and piers using various bonds.

Mon. and Wed. or Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $75.00
September 21 to November 30
September 22 to November 26
January 11 or 12 to March 16 or 17

Construction Specifications

Principles of Construction Specifications
SPEC 900

This course is offered in cooperation with "Construction Specifications Canada" (CSC).
Prerequisite: A thorough knowledge of construction drawings, methods and materials used in buildings.
After a general introduction, the following topics are covered: front end documents – document 0 and division 1, general conditions of contract, legalities, liens, payments, holdbacks, construction associations, bid depositories, bonds, insurance, building codes, industry and association standards, and the assembly and writing of specifications, including the 16 division format and the three-part section format.

Wed. 7 to 10 p.m. Casa Loma Campus
63 hours Fee: George Brown College: $164.00; Construction Specification Canada Association: $116.00, Total $280.00
September 9 to February 10

Sheet Metal

Sheet Metal Design and Installation
SM 903

Prerequisite: Currently employed in the sheet metal industry with journeyman standing. Designed for those preparing to be master sheet metal workers. Topics covered include: labour legislation in relation to the construction industry, city bylaws, underwriters, definitions of heating and air conditioning terms, use of H.R.A. and A.C.A. manuals for heat loss and heat gains, pipe sizing, locating outlets and inlets in residential installation, types of fans, air flow and types of instruments used, calculating ventilation requirements, heating and pipe sizing by velocity, and the use of charts and tables.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $75.00
September 29 to December 3

Sheet Metal — Phase I
SM 908

Covers the following topics in both layout and shop practice: rectangular ducts, fish lock collars, black ends, duct elbows, duct offsets, roof ventilators, and both three and five-piece elbows.

Mon. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 28 to February 22

Sheet Metal Pattern Drafting
SM 911

An introduction to the basic principles of pattern drafting required by an apprentice. Using the triangular method, learn to make the following: regular and irregular tapers, square to round and other transition pieces, tapered elbows of different sections, streamlined fittings, and double and multiple branches of different sections.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50
September 29 to December 1

Sheet Metal — Phase III
SM 910

Covers the following techniques: square to round on centre – sloping base and sloping top, square to round off centre – sloping base and sloping top, square to round three piece 90 degrees – on centre and off centre, Y branch – round main to square branch pipes, Y branch – flat on one side, cylindrical pipe intersecting a conical pipe – off centre, cylindrical tapered 90 degrees elbow – off centre, and streamlined Y branch – two branch and three branch pipes.

Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
October 1 to February 25

Sheet Metal — Phase II
SM 909

Covers the following topics in sheet metal layout and practice: drop-cheek elbow, transition duct offsets, horizontal and vertical branches, and conical tees both 90 degrees and 45 degrees on centre.

Tues. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 29 to February 23

Stationary Engineering

The Stationary Engineering courses are divided into modules which cover the material needed to write the ministry examinations for accreditation towards a certificate. However, enrolment in any of these courses does not automatically entitle the student to write the ministry examinations. It is the responsibility of the student to determine eligibility with the Ministry of Colleges and Universities. Additional modules are offered in the winter and spring terms.

Power Plant Applied Mechanics — 1st Class
STAT 916

This course covers Turbines (III).

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
18 hours Fee: $18.00
February 2 to February 18

Power Plant Chemistry — 1st Class STAT 912

This course covers the following topics: Fuel Systems and Combustion (IV); Water Treatment(IV).

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
30 hours Fee: $37.50
September 22 to October 22

Power Plant Boilers and Auxiliaries — 1st Class STAT 913

Course Content: This course covers the following topics: Steam Boilers (IV); Steam Plant Auxiliary Equipment (IV); Enforcement of Safety Acts, Codes and Regulations (II).

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
39 hours Fee: $48.75
November 10 to December 22

Power Plant Heating, Refrigeration and Air Conditioning — 1st Class STAT 914

Course Content: This course covers Refrigeration and Air Conditioning (IV).

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
15 hours Fee: $18.75
January 5 to January 19

Power Plant Applied Science — 2nd Class STAT 921

Topics covered include: Mathematics (III), Physics (III) and Thermodynamics (III).

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
39 hours Fee: $48.75
March 28 to May 9

Power Plant Chemistry — 2nd Class STAT 922

Topics covered include: Fuel Systems and Combustion (III) and Water Treatment (III).

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
33 hours Fee: $41.25
September 28 to November 4

Power Plant Boilers and Auxiliaries — 2nd Class STAT 923

Topics covered include: Steam Boilers (III), Steam Plant Auxiliary Equipment (III), and Enforcement of Safety Acts, Codes and Regulations (I).

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
36 hours Fee: $45.00
November 9 to December 16

Power Plant Heating, Refrigeration and Air Conditioning — 2nd Class STAT 924

Topics covered include: Air and Gas Compression (III) and Heating, Refrigeration and Air Conditioning (III).

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
24 hours Fee: $30.00
February 22 to March 16

Power Plant Electricity and Instrumentation — 2nd Class STAT 925

Topics covered include: Electricity (III) and Instrumentation and Controls (III).

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
27 hours Fee: $33.75
January 11 to February 8

Power Plant Applied Science — 3rd Class STAT 931

Topics covered include: Mathematics (II), Physics (II), and Thermodynamics (II).

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
36 hours Fee: $45.00
April 25 to June 1

Power Plant Chemistry — 3rd Class STAT 932

Topics covered include: Fuel Systems and Combustion (II) and Water Treatment (II).

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
21 hours Fee: $26.25
September 21 to October 14

Power Plant Boilers and Auxiliaries — 3rd Class STAT 933

Topics covered include: Steam Boilers (II) and Steam Plant Auxiliary Equipment (II).

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
42 hours Fee: $52.50
October 19 to December 2

Power Plant Heating, Refrigeration and Air Conditioning — 3rd Class STAT 934

Topics covered include: Air and Gas Compression (II) and Heating, Refrigeration and Air Conditioning (II).

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
30 hours Fee: $37.50
January 4 to February 3

Power Plant Electrics and Instrumentation — 3rd Class STAT 935

Topics covered include: Electricity (II) and Instrumentation and Controls (II).

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
33 hours Fee: $41.25
February 15 to March 21

Power Plant Applied Mechanics — 3rd Class STAT 936

Topics covered include: Turbines (I) and Internal Combustion Engines (II).

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
18 hours Fee: $22.50
March 28 to April 13

Power Plant Applied Science — 4th Class STAT 941

Topics covered include: Mathematics (I), Physics (I) and Thermodynamics (I).

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
30 hours Fee: $37.50
September 22 to October 22

Power Plant Chemistry — 4th Class STAT 942

Topics covered include: Chemistry (I), Fuel Systems and Combustion (I) and Water Treatment (I).

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
30 hours Fee: $37.50
November 3 to December 3

Power Plant Boilers and Auxiliaries — 4th Class STAT 943

Topics covered include: Steam Boilers (I), Steam Plant Auxiliary Equipment (I) and Plant Services (I).

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
42 hours Fee: $52.50
January 5 to February 18

Power Plant Heating, Refrigeration and Air Conditioning — 4th Class STAT 944

Topics covered include: Air and Gas Compression (I) and Refrigeration and Air Conditioning (I).

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
24 hours Fee: $30.00
February 23 to March 17

Power Plant Electrics and Instrumentation — 4th Class STAT 945

Topics covered include: Electricity (I) and Instrumentation and Controls (I).

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
30 hours Fee: $37.50
March 22 to April 21

Power Plant Applied Mechanics — 4th Class STAT 946

Topics covered include: Lubrication Theory (I) and Internal Combustion Engines (I).

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
24 hours Fee: $30.00
April 26 to May 19

Coatings Technology

Chemical Technician — Coating

The following courses are approved and certified jointly by George Brown College and the Toronto Society for Coatings Technology. The courses are designed to be taken separately. Credits may be accumulated towards the Chemical Technician Coatings certificate.
For more information about the Coatings Technology program, call Shirley Holloway, 967-1212, ext. 3380.

Organic Coatings COAT 100X

After a general introduction, topics covered include: oils, solvents, pigments, natural and synthetic resins, driers and additives; the formulation, formation and structure of coating films, lacquers, and varnishes, trade sales, solvent-based and water-borne coatings, corrosion and chemical resistance, powder coatings, specialty coatings, inks, surface preparation, and methods of dispersion and application.

Wed. 7 to 10 p.m. St. James Campus
60 hours Fee: $75.00
September 9 to February 3

Plastic Materials PL 906

Examine the types, properties, structure, application, identification, degradation and stabilization of plastics. Other topics covered include: polymer chemistry, additives and reinforcements, and rheology.

Thurs. 7 to 10 p.m. St. James Campus
45 hours Fee: $56.25
September 10 to December 17

Organic Chemistry CHEM 108X

Examine the structure of the following: organic molecules, saturated and unsaturated hydrocarbons, aromatic hydrocarbons, halogen compounds, alcohols, phenols, ethers, aldehydes, ketones, carboxylic acids and their derivatives, amines and other nitrogen compounds, sulphur compounds, and lipids.

Mon. 7 to 10 p.m. St. James Campus
45 hours Fee: $56.25
September 14 to December 21

Resins "A" COAT 204X

Course Content: Chemical structure of raw materials formulating resins to achieve specified properties, additives, condensation-addition polymerization, curing mechanisms, compounding, Patton K factor, properties of uncured and cured resins, advantages and disadvantages of each resin, applications in coatings and related industries.

Tues. 7 to 10 p.m. St. James Campus
45 hours Fee: $56.25
September 8 to December 15

Principles of Colour Technology COLR 200X

Prerequisites: Grade 12 or equivalent and some industrial experience.
Learn the different systems used to describe colour based on a physical sample, including the Cie Munsell, Macadam, Hunter lab, and Cielab systems. A study of colorants includes discussion of dyes and pigments and their classes, selection and strength. Various methods of measuring colour difference are examined, including: visual instrumental, spectrophotometry, colorimetry, and colour specification. The colouring of materials in industry is discussed with a look at additive-subtractive mixing, colour matching, and colour control in production. Other topics covered include: colour definition, the use of computers to match colours, and related laboratory experiments.

Fri. 7 to 10 p.m. St. James Campus
45 hours Fee: $56.25
September 11 to December 18

Mathematics MATH 149X

Prerequiite: Grade 12 mathematics.
Algebraic operations, factoring linear and quadratic equations, functions and graphs, trigonometry, solution of right angle and oblique triangles. Emphasis will be given to areas of mathematics specifically related to the coatings industry.

Fri. 7 to 10 p.m. St. James Campus
60 hours Fee: $75.00
September 11 to February 5

Electro-Mechanical

Certificate in Digital and Microprocessor Techniques

The Electro-Mechanical Department is offering a part-time certificate program in Digital and Microprocessor Techniques.
The program comprises six compulsory courses and three electives and is designed for those who wish to acquire a working knowledge of microprocessors. It is of particular interest to electronics technicians. However, anyone holding a Secondary School Graduation Diploma with grade 12 Math and English (or equivalent) with a background in basic electronics and transistors can register.
Students are expected to complete the program in three years. Students may apply for credits for program subjects taken at George Brown College or other institutions. For students proceeding to a certificate, the College grading system will apply.

Interviews
Students enrolling in the program initially and seeking exemptions must be interviewed by the Electronics Department at St. James Campus, 200 King St. E.

FALL 1987
Wednesday, Sept. 9, 6 to 8 p.m.
Wednesday, Sept. 23, 6 to 8 p.m.
WINTER 1988
Wednesday, Jan. 6, 6 to 8 p.m.
Wednesday, Jan. 13, 6 to 8 p.m.
Students who are unable to attend on the above-mentioned dates due to extenuating circumstances, may request an interview to be held during the following times:
FALL 1987
Sept. 9 to Sept. 16, 2 to 3 p.m.
WINTER 1988
Jan. 4 to Jan. 8, 2 to 3 p.m.
To make an appointment, please call 967-1212, ext. 3340.

Optional Lab Fees
In some courses, it may be beneficial for the student to borrow the College training kit for in-home practice for the duration of the course. In this case, an optional lab fee of $150.00 is charged and will be refunded less a user fee of $ 30.00 if the kit is returned in working condition.

Total number of Courses:
6 Compulsory; 3 Electives

Compulsory Courses:
ELTC 925 – Digital Principles
ELTC 926 – Digital Principles Advanced
ELTC 927 – Troubleshooting Digital Circuits
ELTC 928 – Introduction to Microprocessors and Microcomputers
ELTC 929 – Principles of Microcomputer Interfacing
ELTC 930 – Troubleshooting Microprocessor-based Systems

Elective Courses:
ELTC 931 – Interfacing Techniques Advanced
ELTC 932 – Microcomputer Systems Software
ELTC 933 – Microcomputers in the Analogue World

ELTC 934 – Microcomputers and Process Control
ELTC 935 – Microcomputers in Industrial Control
ELTC 936 – Microcomputers and Data Communication

The electives are offered at the discretion of the Electronics Department.

Digital Principles ELTC 925

Prerequisite: Basic Electronics and Transistor Theory.
Theory is reinforced through practical laboratory experiments. Topics covered include: binary systems and codes, gates, flip flops, counters, serial and parallel registers, encoders and decoders.
Equivalents: ELTC 906 and ELTC 920.

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
October 5 to December 14
January 11 to March 14

Digital Principles (Advanced) ELTC 926

Prerequisite: ELTC 925 — Digital Principles.
Theory is reinforced through practical laboratory experiments. Topics covered include: wired or open collector, tri-state logic, multiplexing, demultiplexing, digital comparators, adders, memory circuits, MSI and LSI, programmable logic and gate arrays.
Equivalent: ELTC 920.

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
October 7 to December 9
January 13 to March 16

Troubleshooting Digital Circuits ELTC 927

Prerequisites: ELTC 925 — Digital Principles and ELTC 926 — Digital Principles (Advanced).
Theory is reinforced through practical laboratory experiments and troubleshooting exercises on digital systems. Topics covered include: manufacturers' specifications for TTL, CMOS and ECL, the use of logic probes, current probes, and oscilloscopes.

Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
October 6 to December 8
January 12 to March 15

Introduction to Microprocessors and Microcomputers ELTC 928

Prerequisites: ELTC 926 — Digital Principles (Advanced).
Theory is reinforced through practical laboratory experiments. Topics covered include: microprocessor architecture, machine language programming, instruction sets, addressing modes, and I/O programming, all based on the MC6800 MPU. For an optional lab fee deposit of $150.00, students can have a MPU trainer for use at home for the duration of the course. A refund of $120.00 is given if the trainer is returned in working order.
Equivalents: ELTC 906A, ELTC 917, ELTC 921. Certification program.

Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
October 6 to December 8
January 12 to March 15

Principles of Microcomputer Interfacing ELTC 929

Prerequisite: ELTC 928 — Introduction to Microprocessors and Microcomputers.
Theory is reinforced through practical laboratory experiments. Topics covered include: components and tasks of an interface, programmed I/O, principles of program interrupt, display multiplexing, keyboard scanning, writing a simple monitor program, and ASC II keyboards.
Equivalent: ELTC 918.

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
October 7 to December 9
January 13 to March 16

Troubleshooting Microprocessor-based Systems ELTC 930

Prerequisites: ELTC 927 — Troubleshooting Digital Circuits and ELTC 929 — Principles of Microcomputer Interfacing.
Includes practical troubleshooting exercises on the lab microcomputers. Other topics covered include: static testing techniques with the processor halted, dynamic testing techniques with the processor running, in-circuit emulation, logic analyzers, and signature analysis.
Equivalent: None.

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
October 7 to December 9
January 13 to March 16

Interfacing Techniques (Advanced) ELTC 931

Prerequisite: ELTC 929 — Principles of Microcomputer Interfacing.
Theory is reinforced through practical laboratory experiments. Topics covered include: interfacing for video terminals, cassette tape, floppy disks and printers, and interface standards.

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
October 5 to December 14

Microcomputer Systems Software ELTC 932

Prerequisite: ELTC 931 — Interfacing Techniques (Advanced).
Theory is reinforced through practical laboratory experiments. Topics covered include: the CP/M operating system, built-in functions, utility and application programs, use of the assembler and editor, program debugging using DDT, communicating with peripheral devices, printers, disk drives, batch processing, Supercalc, and an overview of the MS DOS and Apple DOS operating systems.

Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 14 to March 17

Microcomputers in the Analogue World ELTC 933

Prerequisite: ELTC 929 — Principles of Microcomputer Interfacing.
Topics covered include: analogue to digital conversion techniques, principles of data acquisition, the use of the microcomputer for data logging and analysis, and intelligent plotters.

Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
October 8 to December 10

Microcomputers and Process Control ELTC 934

Prerequisite: ELTC 933 — Microcomputers in the Analogue World.
Theory is reinforced through practical laboratory experiments.
Topics covered include: feedback control principles, on/off proportional, proportional plus reset, proportional plus rate, programmable controllers, and transducers.
Equivalent: None.

Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
October 8 to December 10
January 14 to March 17

Microcomputers and Data Communications ELTC 936

Prerequisite: ELTC 929 — Principles of Microcomputer Interfacing.
Topics covered include: principles of data communication, base band system principles, digital modulation, ASK, FSK, PSK, error control coding, and local area network service (LANS).

Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
October 6 to December 8
January 12 to March 15

NEW REGISTRATION CENTRES

For courses offered at Nightingale and Casa Loma Campus register at Casa Loma Admissions Office.

For courses offered at College St. and Kensington Campus register at Kensington Admissions Office.

For courses offered at St. James Campus register at St. James Admissions Office.

Electronics

Electronic Fundamentals and Instrumentation Applications (Part I) ELTC 939

Prerequisite: Ontario grade 10 or equivalent, with level 4 in Mathematics and English.
Topics covered include: energy, electricity, resistors and conductors, cells and batteries, voltage, current and resistance, Ohm's Law, electric power, D.C. circuits, Kirchoff's Law, capacitors, electromagnets, inductors and induction, Lenz's Law, A.C. source, vectors, reactance, impedance, resonance, A.C. power, electric meters, transformers, resonant circuits, A.C. circuits, the wheatstone bridge, potentiometric circuits, thermo-electricity, transducers, strain gauges, variable inductors, variable reluctance, variable capacitance, linear variable transformers, current to air and voltage to air transducers.

Mon. and Wed. 6:30 to 9:30 p.m.
St. James Campus
84 hours Fee: $105.00 Materials $20.00
Laboratory Fee: $20.00
September 9 to December 16
January 11 to April 18

Electronic Fundamentals (Part II) ELTC 901

Prerequisite: ELTC 939 — Electronic Fundamentals and Instrumentation Applications (Part I).
Topics covered include: transducers, vacuum tube operation, basic power supplies, electronic meters, cathode ray tubes, oscilloscopes, power transfer, impedance matching, atomic structure of semi-conductors, diode junction, avalanche and Zener breakdown, junction transistors, transistor amplifier coupling methods, power amplifiers, transistor oscillators, plus FET and UJT semiconductor data sheets.

Tues. and Thurs. 6:30 to 9:30 p.m.
St. James Campus
60 hours Fee: $75.00 Material Fee: $20.00
Laboratory Fee: $20.00
October 6 to December 10
January 12 to March 17

Video Tape Records Theory and Maintenance ELTC 912

Prerequisite: Fundamental knowledge of television theory.
A discussion of the principles of video tape recorders (VTR) and video cassette recorders (VCR), including their basic requirements and limitations to conform to television standards. Other topics covered include: block diagrams and circuit analysis of the modulation channel, demodulation channel, colour signal recording principles; the servo operations of the head drum and capstan in normal, slow motion and freeze modes, control section functions, transport mechanism, principles of adjustment and operation, time base correction (TBC), editing and time code applications, types and characteristics of magnetic tape, maintenance procedures, performance specifications and evaluation testing.

Mon. 6:30 to 9:30 p.m. St. James Campus
60 hours Fee: $75.00 Material Fee: $10.00
October 5 to February 29

VTR/VCR Theory and Practices (Advanced) ELTC 938

Prerequisite: ELTC 912 — VTR/VCR Theory and Maintenance.
After a review of video tape recording formats, topics covered include: standards, processing signals, analyzing recording and playback channels, using comb filters, noise reduction and video enhancement techniques, analogue and digital servo controls, applications of time base correction (TBC), time code longitudinal and vertical interval (VIT) recordings, the principles of editing video tape, subcarrier to horizontal timing (SCH) and frame selection.

Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
October 6 to December 8
January 12 to March 15

Fibre Optics in Communications ELTC 924

Topics covered include: the optical fibre, types of fibre and cables, propagation through fibres, mode studies within fibres, numerical aperture, attenuation, bandwith, joining fibres, cleaving, polishing and cut end, couplers and connectors, splicing fibres, optical time domain reflectometer, electrical optical sources, LED and LASED diodes, coupling, power output, frequency characteristics, system and circuit considerations, and the types, advantages, applications and coupling of photo detectors.

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
October 7 to December 9

Satellite Communications ELTC 937

Prerequisite: Basic knowledge of communications and/or industrial background in telecommunications.
Detailed comparisons and information packages on existing satellite systems including practical tips on installing, testing and aligning your system. Other topics include: home satellite reception, teleconferencing and multiple block data reception, limitations of installations, fault finding systems, troubleshooting equipment and procedures, and the theoretical background of systems components and signal flow.

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 13 to March 16

How to reach us:
947-9914

Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Cable Television

Cable TV Practice (Basic) ELTC 913A

Prerequisite: Recommendation of the employer in an associated field.
Topics covered include: an introduction to T.V. sync and composite signals, black and white and colour, modulation channel allocation, antennae, cable distribution, antenna site location, system layout, amplifiers, splitter, tap offs, drops, coaxial cable characteristics, DB, VSWR, losses and reflection, tube and transistorized, wideband, single channel, main line, distribution and extender, line construction, clearance, safety, handling slices, installation of amplifiers and passive devices, customer relations, fault finding and interference.

Mon. 7 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $20.00
January 11 to May 23

Cable TV Practice (Advanced) ELTC 913B

Prerequisite: ELTC 913A — Cable TV Practice (Basic).
Topics covered include: review of basic C.A.T.V. noise and distortion in amplifiers, signal leakage, troubleshooting, diagnosing problems, signal level meter operation and theory, sweeping cable systems, grounding, pay T.V., satellite distribution, C.A.T.V. interface, scrambling techniques, and basic system design theory.

Thurs. 7 to 10 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $25.00
January 14 to March 17

Electrical

Electrical Apprentice Review EL 900

Designed for apprentices in their final term who expect to write the qualifying examination sometime within the year. Covers the theory, codes and equipment discussed throughout apprenticeship training.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $5.00
September 9 to November 18
November 30 to February 17

Estimating for the Electrical Trade EL 901

Prerequisite: Journeyman electrician, fifth term apprentice or equivalent.
Topics covered include: plan analysis, takeoff procedure, transferring and pricing, labour units, installation only projects, adjustments for working conditions, cable pulls, pull boxes, labour cost variables, non-productive labour, incidental and direct job cost, and electric heating loads.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $5.00
October 5 to December 14

Hydro-Electric Power Commission Regulations (Master Electrician)

EL 902

Prerequisite: Journeyman electrician or fifth term apprentice.
Preparation for the examination leading to a certificate of qualification and master education. Topics covered include: use of the code book, application of regulations and tables, and electrical installation calculations relevant to code regulations and tables.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $10.00
October 6 to December 10
January 12 to March 17

Electrical Drafting (Basic) A.T.E.C. Program

EL 903

Topics covered include: lettering, use of instruments, linework, orthographic projection, dimensioning, sections, architect scale, isometric projection, sketching, electrical and electronic symbols, basic electrical circuit diagrams, transformers, relays, riser and block diagrams, residential wiring, illumination and electric heating.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $10.00
October 6 to December 10

Electrical Fundamentals — A.T.E.C. Program

EL 905

Prerequisite: MATH 100.
Topics covered include: basic electrical concepts, simple D.C. circuits, power magnetism, electromagnetism, magnetic circuits, D.C. and A.C. measuring instruments, electrical measurements, induction, capacity, alternating current, resistance, impedance, and power in A.C. circuits.

Mon. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $10.00
October 5 to December 14

A.C. Circuits

EL 917

Prerequisites: EL 905 — Electrical Fundamentals or equivalent, plus MATH 117 — Mathematics or equivalent.
Topics covered include: a review of the simple alternator, sinusoidal voltage and current; instantaneous, average and effective values, capacitive and inductive reactance, impedance, series and parallel A.C. circuits, power in the single phase A.C. circuit, power factor and correction, phasor diagrams, the transformer principle, and voltage, current and power in the balanced three-phase circuit.

Mon. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 11 to March 17

Electrical Construction and Maintenance I

EL 907

Prerequisite: Grade 10 math or equivalent.
Topics covered include: Ohm's Law, series and combination circuits, two-wire distribution, line loss, power efficiency, wire calculations, batteries, magnetism, electromagnetism, induction, three-wire distribution, and the Hydro-Electric Power Commission Regulations.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $5.00
October 5 to December 14
January 11 to March 16

Electrical Construction and Maintenance II

EL 908

Prerequisite: EL 907 or the equivalent.
Course Content: electromagnetism, induction, D.C. generators, generator set-up and operation, D.C. motor, motor operation and controls; Hydro-Electric Power Commission Regulations.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $5.00
October 6 to December 10
January 12 to March 17

Electrical Construction and Maintenance III

EL 909

Prerequisite: EL 908 — Electrical Construction and Maintenance II or equivalent.
Topics covered include: A.C. fundamentals, vectors, single-phase transformers, single-phase motors, three-phase motors, three-phase transformers, auto-transformers, and the Hydro-Electric Power Commission Regulations.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $5.00
October 6 to December 10
January 12 to March 17

Industrial Electronic Controls (Part I)

EL 910

Prerequisite: Journeyman electrician, fifth term apprentice or equivalent.
Theory and practical shop work covering the characteristics, operation and basic applications of semiconductor diodes, zener diodes, bipolar transistors, transistor biasing, phototransistors, field effect transistors, MOS.FET transistors, uni-junction transistors, thyristors and thermistors.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
72 hours Fee: $90.00 Materials: $8.00
September 22 to December 10

Industrial Electronic Controls (Part II)

EL 911

Prerequisites: EL 910 — Industrial Electronic Controls (Part I) and a good knowledge of algebra.
A more in-depth examination of the devices covered in EL 910 utilizing a combination of the devices in more complete circuits. Theory and practical shop work cover the following topics: calculation of circuit components, selection of solid state devices, and the use of data sheets for circuits such as filtered power supplies, regulated power supplies, transistor circuits, D.C. amplifiers, complementary amplifiers, Darlington amplifiers, differential amplifiers, operational amplifiers, uni-junction transistors and thyristors.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
72 hours Fee: $90.00 Materials: $8.00
January 12 to March 31

Industrial Electronic Controls (Part III)

EL 912

Prerequisites: EL 911 — Industrial Electronic Controls (Part II) and a good knowledge of algebra.
Theory and practical shop work covering the following topics: an introduction to digital techniques, number systems, semiconductor devices for digital circuits, the operation and application of basic logic gates, bulean algebra, digital integrated circuits, and the operation and application of flip flops, counters, timing circuits, shift registers, decoders and encoders.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $5.00
October 5 to December 14

Industrial Electronic Static Logic Part IV

EL 913

Prerequisite: EL 912 — Industrial Electronic Controls (Part III) or equivalent.
Theory and practical shop work covering the following topics: advanced digital circuits and their application in industrial control systems, an introduction to programmable controllers and the basic programming of programmable controllers.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $5.00
January 11 to March 16

Electrical Pre-Exam

EL 950

Designed for journeymen seeking interprovincial standards and those referred by the ministry on provisional certificates. Covers the theory, codes and equipment discussed throughout apprenticeship training.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $5.00
September 9 to November 18
October 5 to December 14
November 13 to February 17

Electrical Blueprint Reading

ELDR 612X

Prerequisite: Electrical apprentice, electrician or anyone employed in the electrical construction and maintenance industry.
Topics covered include: printing, architect's scale, residential drawings, construction drawings, architectural drawings, structural drawings, concrete drawings, mechanical drawings, electrical drawings, layout drawings, as-built drawings, schematic drawings, specifications, material take-off, material order, time sheets, inspection and equipment take-off.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $15.00
October 5 to December 14

Power Plant Electrical Shop

EL 128X

Prerequisite: Basic electrical theory or equivalent.
A hands-on introduction to basic electrical maintenance procedures needed to maintain the equipment commonly found in a registered fourth-class stationary power plant.

Tues. 6 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Materials Fee: $65.00
September 8 to December 15
January 12 to April 19

Mouldmaking

Mouldmaking: Plastics

MACH 912

Prerequisite: Background in machining or design.
An introduction to plastics, the processes and design of plastic products. Other topics covered include: types of moulds, mouldmaking equipment, materials for constructing moulds, die-cast and transfer moulds, basic injection three-plate and hot runner moulds, runners and gates, heating and cooling moulds, heat treatment and surface finishes, a course review and an examination.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $37.50
October 6 to November 5

Machine Shop

Machinist Basic

Prerequisite: Grade 10 with an interest in machine shop.
This theoretical course is a review of the basic level theory course in the Machinist Apprentice Program and includes such topics as safety, lathe, hand tools, bench tools, measurement, layout, heat treatment, band saw, drill press, milling machines and surface grinders.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
September 9 to December 21

Plastics Processing Equipment Mechanic

Code	Course Title	Hours	Certificates: Basic	Interm.	Adv.
MILL 902	Fluid Power	60	•	•	•
EL918	Electricity	36	•		
BPR 901	Blueprint Reading	30	•		
MILL 900A	Mech. Maintenance I	60	•		
EL919	Electronics	36		•	
MILL 900B	Mech. Maintenance 2	60		•	
PL 907	Quality Control	30		•	
PL908	Plastic Material Tech.	30			•
MOLD 900	Mould Maintenance	36			•
MOLD 901	Moulding Technology	60			•
ENG 928	Business Orientation	30			•
EL928	Programmable Controls	36			•
MATH 605	Trade Calculations	90	••	••	••

•• Trade Calculations (MATH 605) is not compulsory but is a good review of basic mathematical principles for those students who are weak in the subject.
The cost of each course is $1.25 per hour. Some courses may have a material fee.
These courses and certificates have been developed in cooperation with the Society of Plastic Industries (SPI) and George Brown College. For further information call 967-1212, ext. 2247.

George Brown College, in cooperation with the Society of Plastics Industries, has developed the Plastic Processing Equipment Mechanic program. This program is divided into courses and certificates to make it more convenient for people wishing part-time upgrading in the evening.
All successfully completed courses count as credits towards the various levels of certificates listed below.
Basic certificate — Prerequisite: Related industrial experience.
Intermediate certificate — Prerequisite: Basic certificate.
Advanced certificate — Prerequisite: Intermediate certificate.
Certificates are comprised of the following courses:
Fluid Power, Electricity, Blueprint Reading, Mechanical Maintenance I, Electronics, Mechanical Maintenance II, Quality Control Mould Maintenance, Moulding Technology, Business Orientation, Programmable Controls and Trade Calculations.
Trade Calculations (MATH 605) is not compulsory but is a good review of basic mathematical principles for those with a weak background in the subject.
For further information, phone 967-1212, ext. 2243.

Courses offered this semester:

Fluid Power

MILL 902

Prerequisite: MATH 605 — Trade Calculations or equivalent.
A hands-on introduction to pneumatic and hydraulic circuitry as used in moulding and packaging machines. Learn to understand, troubleshoot and maintain pneumatic and hydraulic circuits through work on training panels.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $75.00
October 6 to December 10

Numerical Control

Computer Numerical Control I

NC 900

Prerequisites: Knowledge of machine shop practices and grade 12 mathematics.
A hands-on course in numerical control programming that covers the following topics: the principles of numerical control, types of machines, coordinate systems, machine codes, canned cycles, sub-routines, tape preparation, plus setting-up and operating the machines. Class size is limited to give students maximum time with the equipment.

Mon. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $162.00 Material Fee: $30.00
October 5 to December 7

A.P.T. I

NC 904

Prerequisite: Minimum grade of "B" in NC 900 — Computer Numerical Control I or one year experience in manual programming.
An introduction to computer assisted part programming using C.N.C. three-axis machine tools. Topics covered include: language and geometry definitions, tool motion, simple macros, C.N.C. machining techniques, tape preparation, plus setting-up and operating the machine. Class size is limited to give students maximum time with the machines.

Sat. 9 a.m. to 3 p.m. Casa Loma Campus
48 hours Fee: $260.00 Material Fee: $40.00
October 17 to December 5

Computer Aided Manufacturing I

NC 908

Prerequisite: Minimum grade of "B" in NC 904 — A.P.T.I.
An intensive hands-on introduction to computer aided manufacturing. Topics covered include: C.A.M. menu structures, N.C. modals, tool motions, profile and pocket routines, tool path edits, plotting and post processors. Small class size allows students to follow an individually paced program. Students have access to the C.A.M. Centre for the length of the course.

Tues. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $324.00 Material Fee: $50.00
October 6 to December 8

C.A.D.

Computer Aided Design I (Mechanical)

NC 906

Prerequisites: Minimum of two years drafting experience and a good knowledge of drawing office math.
An intensive hands-on introduction to computer aided design drafting and the types and uses of different C.A.D. systems. Topics covered include: system commands, generating basic shapes, manipulating, dimensioning, representing in two and three dimensions, and plotting drawings. Students have access to the C.A.D. Centre resources for the length of the course.

Sat. 9 a.m. to 3 p.m. Casa Loma Campus
30 hours Fee: $324.00 Material Fee: $50.00
October 17 to November 14

Millwright

Mechanical Maintenance — Part I

MILL 900A

Designed specifically for students interested in the basics of millwrighting, such as rigging, basic metallurgy, drilling, lathe turning, milling, grinding, and levelling machinery.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $75.00
October 6 to December 10

Mechanical Maintenance — Part II

MILL 900B

Designed specifically for those interested in the basics of power transmissions. Instruction, lectures, demonstrations and assignments are given in the following subjects: gear types, terminology, speed calculations, simple and compound gear trains, selecting and aligning couplings; types, uses and overriding limits of clutches, balancing, single plane and vibration, vee belts, belt drives, chain drives, identifying and installing plain and anti-friction bearings, considering fits and clearances.
Shop assignments involve operating machine tools, fitting bearings and aligning couplings.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $75.00
March 15 to May 19

Mechanical Maintenance — Part III

MILL 900C

Designed specifically for those interested in fluid power. Instruction, lectures, demonstrations and assignments are given in the following subjects: electrical control, basic hydraulic and pneumatic circuitry, design, components, pumps, valves, cylinders, gas laws, plus installing and maintaining compressors.
Practical work involves piping and wiring, pneumatic and hydraulic test panels.

Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $75.00
October 5 to December 14

Welding and Fabrication

The welding and fabrication courses outlined below are designed to develop specific practical welding or fitting skills. Appropriate theory specifically related to the use of equipment and the techniques involved in the development of these skills is included in each course. For those interested only in the theoretical aspects of welding and flame cutting, the two courses Welding Theory I and Welding Theory II are offered.

All successfully completed courses count as credits towards the various certificates listed below.

Course Number	Course Titles	Certificates					
		BASIC WELDING	INTMED. WELDING	ADVANCED WELDING	METAL FABRICATION	WELDING FITTER	WELDING OPERATOR
WELD 920	Welding Theory I	•	•	•	•	•	•
WELD 921	Welding Theory II		•	•	•	•	•
WELD 922	Welding I (General)	•	•	•	•	•	•
WELD 923	Welding II (General)	•	•	•	•	•	•
WELD 924	Welding III (General)	•	•	•		•	•
WELD 925	M.C.C.R. Certification I (Plate)		•	•		•	•
WELD 926	M.C.C.R. Certification II (Plate)		•	•			•
WELD 929	Pipe Welding I (SMAW-Uphill)			•			
WELD 931	Pipe Welding III (Gtaw/Smaw-Uphill)			•			
WELD 934	Gas Metal Arc Welding I		•	•	•	•	•
WELD 935	Gas Metal Arc Welding II			•			•
WELD 937	Gas Tungsten Arc Welding I			•			•
WELD 938	Gas Tungsten Arc Welding II			•			•
WELD 940	Welding Fabrication I				•		•
WELD 941	Welding Fabrication II				•		•
ENDR 572X	Blueprint Reading for Welding Trade				•	•	•
ENDR 901	Technical Drawing – Part I				•		•
MATH 610X	Trade Mathematics I				•		•
ENG 908	English Upgrading 10					•	•

Welding Tests

The Metal Fabrication Department operates a testing program as a service to welders wishing to upgrade their qualifications by taking tests leading to certification. As an additional service, practice sessions prior to testing can be arranged if required. All enquiries should be directed to: Mr. G. Betts, Chairperson, Metal Fabrication, Technology Department, 967-1212, ext. 2243.

Practice Sessions — Welding and Fabrication

Short term practice sessions in various welding processes and the basics of fabrication can be arranged for those unable to take, or who do not require, a complete course. All enquiries should be directed to: Mr. G. Betts, Chairperson, Metal Fabrication, Technology Department, 967-1212 ext. 2243.

Welding Theory I

WELD 920

An introduction to the theoretical aspects of shielded metal arc welding (SMAW), oxy-acetylene welding (OAW), and oxy-fuel gas flame cutting (OFC).
Topics covered include: safety in SMAW, OAW, and OFC operations, the basic principles of different processes, operating different types of equipment, weldable/cutable metals, welding techniques, current types, polarity, cutting gases used, joint design, preparation and fit-up, control of distortion, etc.

Tues. 7 to 9 p.m. Casa Loma Campus
20 hours Fee: $25.00
September 22 to November 24
January 5 to March 8

Welding Theory II

WELD 921

An introduction to the theoretical aspects of gas tungsten arc welding (GTAW), semi-automatic and automatic gas metal arc welding (GMAW), and flux-cored arc welding (FCAW). Topics covered include: safety in GTAW and GMAW operations, basic principles, operating the equipment, process theory, weldable metals, welding techniques, joint design, preparation and fit-up; and the effect of changing such variables as gas flow rates, current and voltage settings, travel speed, wire feed speeds, etc.

Tues. 7 to 9 p.m. Casa Loma Campus
20 hours Fee: $25.00
March 15 to May 17

Welding I — General

WELD 922

An introduction to the basic principles involved in both the shielded metal arc welding (SMAW) and oxy-acetylene (OAW) processes. Learn oxy-acetylene fusion welding of tee, lap, corner, and butt joints in the flat and horizontal positions. Also learn shielded metal arc welding of tee and lap joints in the flat and horizontal positions with E6010/11 and E6013 electrodes using single and multiple pass beads and weaves. Other topics covered include: safety precautions with SMAW and OAW equipment, cutting with manual oxy-acetylene equipment, and braze welding tee and lap joints in the flat position.

Mon. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 21 to February 22

Welding II — General

WELD 923

Prerequisite: WELD 922 — Welding I — General or equivalent.
Builds on the work done in Welding I and introduces more advanced techniques using the shielded metal arc welding (SMAW) and oxy-acetylene welding (OAW) processes. Topics covered include: a review of WELD 922; oxy-acetylene welding of tee, lap, corner and butt joints in the vertical up position and cutting with manual oxy-acetylene equipment; braze welding of tee, lap and butt joints in the vertical up position; shielded metal arc welding of tee and lap joints in the horizontal and vertical up positions using multi-pass beads and weaves; welding corner, tee, lap and butt joints in the vertical down position on medium and light gauge mild steel. Electrodes used include E6010/11, E6013 and E7018.

Wed. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 23 to February 17

Welding III — General

WELD 924

Prerequisites: WELD 922 — Welding I — General and WELD 923 — Welding II — General or equivalent experience.
Further develop and refine all-position welding skills using the shielded metal arc welding (SMAW) process. Learn shielded metal arc welding of tee, lap, and corner joints in all positions with the emphasis on multi-pass welding techniques using E6010/11 and E7018 electrodes. Other topics include: an introduction to edge preparation, and the fit-up and welding of single-vee butt joints in the flat position.

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 24 to February 18

MCCR Certification I — (Plate)

WELD 925

Prerequisites: WELD 922, WELD 923 and WELD 924 or equivalent experience. A pre-entry interview is required.
Designed to improve welding skills of candidates preparing for a flat and horizontal position plate welding test to standards required by the Ministry of Consumer and Commercial Relations (MCCR) for pressure welding. Topics covered include: a review of WELD 924, edge preparation, fit-up and welding of open root single-vee butt joints in flat (1G) and horizontal (2G) positions to MCCR specifications using E6010/11 and E7018 electrodes, and guided bend testing of completed welds.
Note: Arrangements can be made to have the final practical test inspected by the MCCR. An additional fee is involved.
Mon. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 21 to February 22

MCCR Certification II — (Plate)

WELD 926

Prerequisite: WELD 925 — MCCR Certification I (Plate) or equivalent experience. A pre-entry interview is required.
Designed to improve the welding skills acquired in WELD 925 and to prepare for a vertical and overhead position plate test to standards required by the Ministry of Consumer and Commercial Relations (MCCR) for pressure welding. Topics covered include: a review of WELD 925, welding of open root single-vee butt joints in vertical (3G) and overhead (4G) positions to MCCR specifications using E6010/11 and E7018 electrodes, and guided bend testing of completed welds.
Note: Arrangements can be made to have the final practical test inspected by the MCCR. An additional fee is involved.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
March 14 to May 25

Pipe Welding I (SMAW-Uphill)

WELD 929

Prerequisites: WELD 924, WELD 925 and WELD 926, or MCCR certification for all position plate welding. A pre-entry interview is required.
Designed to improve the welding skills of candidates preparing for an all position pipe welding test to standards required by the Ministry of Consumer and Commercial Relations (MCCR) for pressure welding. Topics covered include: a review of WELD 925 and WELD 926, correct preparation and fit-up of two-inch, four-inch and six-inch diameter pipe joints using the uphill technique with E6010/11 and E7018 electrodes to A.S.M.E. specifications.
Note: Arrangements can be made to have the final practical test inspected by the MCCR. Students may elect to test on either a two-inch or six-inch diameter pipe. An additional fee is involved.

Tues. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $75.00 Materials: $245.00
September 22 to February 16

How to reach us:
947-9914

Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

NEW REGISTRATION CENTRES

For courses offered at Nightingale and Casa Loma Campus register at Casa Loma Admissions Office.

For courses offered at College St. and Kensington Campus register at Kensington Admissions Office.

For courses offered at St. James Campus register at St. James Admissions Office.

Pipe Welding III (GTAW/SMAW-Uphill) WELD 931

Prerequisites: WELD 925, WELD 926 and WELD 929, or MCCR certification for all position pipe welding.
Designed to improve the welding skills of candidates preparing for an all position pipe welding test to standards required by the Ministry of Consumer and Commercial Relations (MCCR) for pressure welding. Topics covered include: a review of WELD 925, WELD 926 and WELD 929; correct preparation and fit-up of two-inch, four-inch and six-inch diameter pipe joints, the theory and practice of root pass welding of plate and pipe joints using the GTAW process, and welding filler and cover passes using the uphill technique with E7018 low hydrogen electrodes.
Note: Arrangements can be made to have the final practical test inspected by the MCCR. Students may elect to test on either a two-inch or six-inch diameter pipe. An additional fee is involved.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $295.00
March 15 to May 24

Gas Metal Arc Welding I WELD 934

Prerequisites: WELD 922 — Welding I — General and WELD 923 — Welding II — General or equivalent experience.
An introduction to the principles of the gas metal arc welding (GMAW) process. Topics covered include: safety in gas metal arc welding; welding lap, tee and corner joints in all positions with solid wires; welding lap, tee and corner joints in flat, horizontal and vertical positions with flux-cored wire; flame cutting plates; and preparing and welding single-vee butt joints in the flat position with solid wire.

Tues. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 22 to February 16

Gas Metal Arc Welding II WELD 935

Prerequisite: WELD 934 — Gas Metal Arc Welding I.
Builds on the work done in WELD 934 and introduces more advanced techniques with the gas metal arc welding (GMAW) process. Topics covered include: a review of WELD 934, welding single-vee butt joints in flat, horizontal, vertical and overhead positions using solid wire, and guided bend testing of completed welds.
Note: Arrangements can be made to have the final practical test inspected by the MCCR. An additional fee is involved.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
March 15 to May 24

Gas Tungsten Arc Welding I WELD 937

Prerequisites: WELD 922 — Welding I — General and WELD 923 — Welding II — General or equivalent experience.
An introduction to the basic principles of the gas tungsten arc welding (GTAW) process. Topics covered include: safety in gas tungsten arc welding; welding low carbon steel, aluminum and stainless steel lap and tee joints in flat and horizontal positions, as well as corner and butt joints in the flat position.

Wed. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 23 to February 17

Gas Tungsten Arc Welding II WELD 938

Prerequisite: WELD937 – Gas Tungsten Arc Welding I or equivalent experience.
Builds on the work done in WELD 937 and introduces more advanced techniques to weld various metals and joint types in both horizontal and vertical positions. Topics covered include: a review of WELD937; welding of low carbon steel, aluminum and stainless steel lap, corner and tee joints in the vertical position and butt joints in horizontal and vertical positions; plus an introduction to the welding of light guage carbon steel, and aluminum tubing and tube joints.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
March 14 to May 18

Welding Fabrication I WELD 940

Prerequisite: WELD 922 — Welding I — General or equivalent experience.
An introduction to the basic principles of layout and fitting as applied to miscellaneous metal fabrications. Topics covered include: a review of WELD 922, safety in welding and metal fabrication; identifying and selecting metals and structural shapes; the fundamentals of design of weldments; the safe use of hand tools and power operated fabrication machinery such as cut-off saws, band saws and drill presses; layout and fabrication of simple metal projects from shop drawings using materials such as angle iron, channel, pipe, flat bar and plate, plus the manual flame cutting and welding of fabricated projects using the shielded metal arc and gas metal arc welding processes.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
September 21 to November 30
January 4 to March 9

Welding Fabrication II WELD 941

Prerequisites: WELD 922 — Welding I — General and WELD 940 — Metal Fabrication I or equivalent experience.
Builds on the work done in WELD 940 and introduces more advanced fabrication techniques. Topics covered include: a review of WELD 922 and WELD 940; the safe use of fabrication machinery such as the hydraulic press brake, roll former and shears; layout and fabrication of metal projects involving bending and roll forming operations from shop drawings; manual and automatic flame cutting of mild steel; plus shielded metal arc and gas metal arc welding of fabricated projects.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
March 14 to May 18

Maintenance Welding I WELD 942

Prerequisite: WELD 922 — Welding I — General or equivalent experience.
Apply the fundamentals of shielded metal arc welding (SMAW) and oxy-acetylene welding (OAW) and cutting to maintenance and repair welding operations. Topics covered include: a review of WELD 922; identifying and selecting metals and structural shapes, plates, pipe, tubing, castings, etc., techniques for joining various metals, preheat and postheat procedures; demonstrations and practice in the joining of cast iron, stainless steel, and aluminum, silver brazing, hard facing, building up, practice flame cutting, arc cutting and gouging.
Mon. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $75.00
September 21 to February 22

Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Ornamental Metalwork I WELD 944

Prerequisite: WELD 922 — Welding I — General or equivalent experience.
Gives the hobbyist a general understanding of the tools, machines and materials essential to the art of ornamental metalwork. Topics covered include: a review of WELD 922, identifying and selecting materials, fundamentals of design, using hand tools and metal working equipment; methods of twisting, forming and fastening metals, forming scrolls, surface decoration and finishing, and practical shop work involving the fabrication of various ornamental metal projects.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
September 22 to November 26
January 5 to March 10

Welding Inspection — Introduction WELD 946

An introduction to weld inspection procedures for those involved in or interested in weld quality control. The course includes an introduction to various welding processes and their use in industry as well as various methods of destructive and nondestructive weld inspection.
Other topics covered include: Qualification tests for welders, Ministry of Consumer and Commercial Relations (MCCR) and Canadian Welding Bureau (CWB) certification procedures, preparing and testing MCCR and CWB test specimens, and interpreting the completed tests, and weld inspection duties. Demonstrations of correct and incorrect welding techniques will be given to illustrate the causes and control of common weld faults.

Mon. 6:30 to 9:30 p.m.
Casa Loma Campus
40 hours Fee: $50.00
September 21 to December 21

Welding Process Technology & Quality Control WELD 947

For those involved in or interested in setting up, operating and monitoring semi-automatic and automatic welding and cutting equipment. The processes covered are GMAW, FCAW, GTAW, SAW, ESW and plasma arc cutting. Learn the results of changes in variables such as: wire feed speed, travel speed, amperage and voltage values, gas flow rates, gas types and mixtures; filler wire sizes, types and extension, flux composition, etc. Other topics include: applications of short circuiting, spray and globular transfer modes in GMAW, using manipulators, automatic applications, monitoring equipment to control quality and cost efficiency, and weld quality control through the use of non-destructive (visual) and destructive weld examination methods.

Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
September 23 to February 17

Non-Destructive Testing

The following Non-Destructive Testing courses are offered in cooperation with the NDE Institute of Canada. Classes are from 6:30 to 9:30 p.m. For more information, contact: Mr. G. Betts, 967-1212 ext. 2243.or Mr. W. Kennedy, 487-5415 or Mr. D. Shaw, 766-8233.

Ultrasonics Level I TEST 900

The basics of ultrasonics including the theory of ultrasonic testing and its practical applications. Classroom training for certification is in accordance with the Canadian General Standards Board (48-GP-7M). Topics covered include: testing philosophy, test principles, applications and capabilities of tests, equipment, testing techniques, and calibrating equipment.

Wed. 6:30 to 9:30 p.m. Casa Loma Campus
42 hours Fee: $225.00
September 23 to January 6
February 3 to May 4

Industrial Radiography Level I TEST 903

Provides radiographers with the formal preparation needed for all phases of the Level 1 Industrial Radiography examination. It is also of interest to those in supervisory, quality control or affiliated positions who require a knowledge of the fundamentals of radiography. Topics covered include: an introduction to the electromagnetic spectrum; velocity, frequency and wave length of light, generation of x-rays and gamma rays; the mathematics of radiography, including the inverse square law and the law of reciprocity; definition and contrast of radiographic sensitivity, aids to radiographic sensitivity, film types and classes, densitometry, sensitometry, exposure charts, standards, radiation protection and the applicable federal and provincial regulations, safe working conditions, radiographic techniques, and film interpretation.

Tues. 6:30 to 9:30 p.m. Casa Loma Campus
48 hours Fee: $275.00
September 22 to January 19
February 2 to May 3

Liquid Penetrant & Magnetic Particle Inspection (LPI/MPI) Levels I and II TEST 907

Covers the theory and practice of liquid penetrant and magnetic particle inspection. The course meets the classroom training requirements for levels I and II certification as stipulated in CGSB standards 48-GP-9M and 48-GP-8M respectively. Topics covered include: principles and methods of liquid penetrant testing, selecting the penetrant test method and equipment, evaluating liquid penetrant indications, principles of magnets and magnetic fields, magnetization by means of electric currents, types of equipment and inspection materials, selecting the proper type of magnetization, principles of demagnetization, type of discontinuities located by magnetic particle testing, indications and interpreting the test results.

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
48 hours Fee: $300.00
September 24 to January 21
February 4 to May 19

A new upgrading opportunity at no cost to you

George Brown College, in conjunction with the Ministry of Skills Development, offers a new approach to upgrading for skills training courses or successful employment. Personal assessment, diagnostic testing, and counselling will assist us in developing an individual, realistic upgrading program in mathematics, English, science, computer literacy, and hands-on skills to enable you to progress to your goals. A personal profile of competencies achieved will be provided to each student at the end of the program.

This progam is designed primarily for adults 25 or older. All levels of upgrading are offered from basic literacy and numeracy through equivalent grade 12 subjects.

Some assistance for disadvantaged persons may be available to assist with daycare support, transportation, and accommodation when it is indicated by a needs assessment.

Courses start each Monday at no cost to you.

To book your appointment, call 967-1212, ext. 2460, 2461 or 2462.

Day Classes: Daytime classes start continuously; adjustments are made for holidays.

Evening Classes: Classes are held Mondays and Wednesdays, and Tuesdays and Thursdays. They also start continuously.

For day and evening schedules and additional information about real estate courses, call 967-1212, ext. 3218.

An Introduction to Real Estate — Segment I RE 900A

This course covers the following topics: investing in real estate, deciding to own or rent, how much should you pay, financing a purchase, government financing plans, benefits and services of a broker, a career in real estate, the relationship between principal and agent and the typical real estate transaction.

Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m. Adelaide Campus
30 hours Fee: $160.00 includes text and exam fee.
Dates: Continuous

Registration far the follawing Segment II classes must be completed by 9:30 a.m. of the first day of class and by 6:30 p.m. af the first evening class. After 9:30 a.m./6:30 p.m., any available seats will be given to people an waiting lists.

An Introduction to Real Estate — Segment II RE 900B

Prerequisite: Evidence of completion of Segment I and 75 % pass mark on the examination in Segment 1.
After an introduction, this course covers the following topics: real estate and the economy, the Real Estate and Business Brokers Act, the broker and salesperson relationship, ethics, municipal regulations, subdivision control, an introduction to land descriptions, construction, evaluation, advertising, mortgages, agency law, statutes affecting the real estate business, parties to contract, contract law, agreement of purchase and the sale.

Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m. Adelaide Campus
60 hours Fee: $235.00 includes text and exam fee.
Dates: Continuous

Registration for the following Segment III classes must be completed by 9:30 a.m. of the first day of class and by 6:30 p.m. af the first evening class. After 9:30 a.m./6:30 p.m., any available seats will be given to people an waiting lists.

An Introduction to Real Estate — Segment III RE 900C

Prerequisite: Evidence of completion of Segment II and 75 % pass mark on the examination in Segment II.
This segment uses case studies to illustrate some of the practical situations students encounter day-to-day in a real estate operation.

Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m. Adelaide Campus
60 hours Fee: $250.00 includes text and exam fee.
Dates: Continuous

Certificate Program

The full Certificate Program involves completion of three mandatory subjects: Real Property Law, Principles of Appraisal, and Principles of Mortgage Financing.
Plus the completion of one elective chosen from: Principles of Property Management; Principles of I.C. & I.; Real Estate; or Rural, Recreation and Agricultural Real Estate.

Mandatory Courses:

Principles of Mortgage Financing RE 902

This course deals with mortgage terminology, mortgages as an investment, the mortgage market, types of mortgages and lenders, the needs of the borrower and the lender, submitting a mortgage application, the role of secondary financing, mortgage specialties and property appraisals.

Mon. to Fri. Day: 8:30 a.m. to 12:30 p.m.
Night: 6 to 10 p.m. Adelaide Campus
40 hours Fee: $200.00 includes text and exam fee.
Dates: Continuous

TREB Computer Education Course PRGM 702

Prerequisite: Member of the Toronto Real Estate Board.
This course was developed by the Toronto Real Estate Board and George Brown College to train agents and brokers to independently access the TREB computerized listing database.
The course will cover the following topics: introduction to the TREB On-Line System; Signing On; Signing Off; Open Houses; Hot Sheets; Search Active/Sold/Expired Listings; Search by Address.

Tues. or Fri.9 a.m. to noon and 1 to 4 p.m. (one hour lunch) Casa Loma Campus
6 hours Fee: $55.00
For more information and registration, contact the Education Department, the Toronto Real Estate Board at 443-8100, ext. 8050.

TREB — Introduction to Microcomputers PRGM 701

NEW

Prerequisite: Member of the Toronto Real Estate Board.
This course is a hands-on microcomputer introduction to the following topics: basic components of microcomputer hardware and software with associated terminology; types of software – systems and applications; Disk Operating System (DOS); integrated productivity software including word processing, telecommunications, database, spreadsheet and graphics; and hardware and software trends.

Wed. 9 a.m. to noon and 1 to 4 p.m.
Casa Loma Campus
6 hours Fee: $55.00

For more information and registration, contact the Education Department, the Toronto Real Estate Board at 443-8100, ext. 8050.

TREB — Advanced On-Line System (CMA and IC&I) PRGM 703

NEW

Prerequisite: Member of the Toronto Real Estate Board.
The course is designed for those who have mastered the basic database service. The introduction involves a review for accessing the database system and examines efficient ways of moving about the records and files. The focus of the course is on C.M.A. (Comparative Market Analysis) and I.C. & I. (Industrial and Commercial) listings. Such investigations include setting up personal sub-districts for searching solds, actives, expireds. Comparative pricing of the housing market. Setting ranges for property and business searches for size and pricing. A "hands-on" approach throughout the day is utilized.

Thurs. 9 a.m. to noon and 1 to 4 p.m.
Casa Loma Campus
6 hours Fee: $55.00

For more information and registration, contact the Education Department, the Toronto Real Estate Board at 443-8100, ext. 8050.

Principles of Appraisal RE 903

Learn the purposes and functions of real estate appraisal. Specific subjects include: the nature of real property value, legal aspects of real estate, the appraisal process, general area and neighbourhood trends, site analysis, site valuation and problems, introduction to appraising subdivisions, how to inspect and measure a property, building materials and equipment, architectural styles and their functional utility, estimating building costs, accrued depreciation, problems with the cost approach (land and building valuation), introduction to direct sales comparison (market data approach), introduction to the income approach, correlation and final estimate of value, and a course review.

Mon. to Fri. Day: 8:30 a.m. to 12:30 p.m.
Night: 6 to 10 p.m. Adelaide Campus
40 hours Fee: $200.00 includes text and exam fee.
Dates: Continuous

Industrial, Commercial and Investment RE 904

Subjects dealt with include: the scope of the commercial investment field, planning and zoning in the municipality, development of the region, feasibility studies, office buildings and shopping centres from both the developer's and the tenant's viewpoint, apartment buildings, ownership versus leasing of co-operatives and condominiums, comparison of the types of investment and the legal and tax problems involved, syndication, the Real Estate and Business Brokers Act and the Bulk Sales Act as they relate to selling a business, and financing commercial projects from the viewpoint of both the lender and the borrower.

Mon. to Fri. Day: 8:30 a.m. to 12:30 p.m.
Night: 6 to 10 p.m. Adelaide Campus
40 hours Fee: $200.00 includes text and exam fee.
Dates: Continuous

Real Property Law RE 905

After a history of real property law, topics covered include:the rights and limitations of ownership, estates in land, interests less than estates, leases, covenants, transfer of land interests, the role of the real estate agent, mortgage law, contract law, use of real estate forms, the lawyer and the agent, the Real Estate and Business Brokers Act, Condominium Act, Planning Act, Income Tax Act, Land Speculation Act, Land Transfer Act, and a course review.

Mon. to Fri. Day: 8:30 a.m. to 12:30 p.m.
Night: 6 to 10 p.m. Adelaide Campus
40 hours Fee: $200.00 includes text and exam fee.
Dates Continuous

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Theatre Arts

Acting

Two levels of Acting are offered for two terms of eight weeks each, six hours per week in the Theatre Department at 530 King St. East (at River St.). All students must attend an orientation session one week prior to the start of each term. This enables the teachers to place students in the class most suited to their level.

Orientation and Registration: Mon., *September 21*
Classes Begin: September 28

Acting (Level 1) THEA 900

Exploratory exercises and improvisations designed to make novice actors aware of themselves and their abilities.
7 to 10 p.m. twice weekly 530 King St. E.
48 hours Fee: $60.00

Acting (Level 2) THEA 901

Students are involved in text study, scene work, solo material and preparation of audition speeches.

7 to 10 p.m. twice weekly 530 King St. E.
48 hours Fee: $60.00

For more information, please call 967-1212, ext. 3201 or 3202

Acting for Film and Television (Basic) THEA 934

Get practical on-camera experience in a variety of comedy and dramatic scenes. Special topics are introduced each night, such as: blocking, retakes, timing, emotion, presence, confidence and intensity. Classes are held in the video studio, Casa Loma Campus.

Tues. or Wed. 7 to 9:30 p.m.
Casa Loma Campus
25 hours Fee: $31.25
September 22 ar 23 ta November 24 ar 25

Acting for Film and Television (Intermediate) THEA 936

Prerequisite: Acting for Film and Television (Basic) or equivalent.
Develop concentration, intensity, confidence and character range through on-camera workshops. Students select individual study pieces that are close to their character range.

Fri. 7 to 9:30 p.m. Casa Loma Campus
25 hours Fee: $31.25
September 25 to November 27

Acting for Film and Television (Advanced) THEA 938

Prerequisite: Professional acting experience.
Professional level actors perform scenes on camera with other committed actors and analyze their performance on playback. The classes emphasize building a character and understanding what makes certain film and television characterizations work over long periods of time.

Thurs. 7 to 9:30 p.m. Casa Loma Campus
25 hours Fee: $31.25
September 24 ta November 26

For more information about the Acting for Film and Television series, please call 967-1212, ext. 2482.

The Big Picture: An Introduction to Film Appreciation

For course information, please see page 49.

Writing for the Theatre

For course description, see page 25.

Write Your Own Screenplay

For course description see page 25.

The
George Brown
College

School of Dance

Lois Smith, Artistic Director

Complete ballet programs for both pre-professional and recreational students.
Fall Term September 14, 1987 to January 30, 1987
Audition Junior and Senior Divisions
September 10 and 11, 1987 (by appointment)

Under the artistic direction of Lois Smith, former Prima Ballerina with the National Ballet of Canada, the School of Dance endeavours to provide comprehensive dance training to its professional, pre-professional and non-professional students. Although classes in other dance idioms are provided, the School is primarily ballet oriented.
The Continuing Education wing of the school encompasses our Children's (pre-professional), Adults' (non-professional) and Summer Schools.

Junior Division
For students aged 6 to 13, the Junior Division provides creative movement classes for its very youngest children. More formal ballet training begins by age 9, when students attend classes 2 or more times per week. Ballet classes are taught in a carefully graded curriculum drawing on Cecchetti, Royal Academy of Dance, Bournonville and Russian techniques.

Senior Division
Designed for more advanced students, aged 14 to 18 years, this division encompasses all the pre-professional levels. Pre-professional students attend classes up to six days per week and in addition to their daily ballet classes, study other dance forms such as modern, jazz or character, depending on their level. Students in the upper levels, (Elementary and Intermediate) may also prepare for the standard Cecchetti examinations.

Adult Divisions
These courses are designed for adults and non-professionals who wish to combine meaningful exercise with a deeper understanding of the technical aspects of ballet.

Classes are offered in the evening at various times throughout the week at the beginner through advanced level.

For more information about George Brown's School of Dance,
Please Call 363-9945.

MAIL-IN REGISTRATION APPLICATION

Please complete **all** blocks and mail the completed registration application and payment to:

_____ Campus
(insert campus for your course here)
Part Time Courses: George Brown College,
P.O. Box 1015 Station "B", Toronto, Ontario M5T 2T9

For instruction on how to register by mail, see page III

Mail-in registrations should be received by the College at least three weeks before the course starts.

USE ONE FORM PER COURSE

PLEASE PRINT CLEARLY **FOR MAIL REGISTRATION ONLY** **COMPLETE ALL BLOCKS**

George Brown The City College

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN PERM. RES. STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT: YES NO

EMPLOYER'S NAME | BUSINESS PHONE

TRANSFER COURSE INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE | START TIME

START DATE DAY MONTH YEAR | CAMPUS | HOURS PER NIGHT M T W T F S S | TUITION FEE $ + MATERIAL FEE $ = PAYMENT $

VISA CARD NUMBER **EXPIRY DATE**

STUDENT SIGNATURE **DATE**

USE ONE FORM PER COURSE

PLEASE PRINT CLEARLY **FOR MAIL REGISTRATION ONLY** **COMPLETE ALL BLOCKS**

George Brown The City College

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN PERM. RES. STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT: YES NO

EMPLOYER'S NAME | BUSINESS PHONE

TRANSFER COURSE INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE | START TIME

START DATE DAY MONTH YEAR | CAMPUS | HOURS PER NIGHT M T W T F S S | TUITION FEE $ + MATERIAL FEE $ = PAYMENT $

VISA CARD NUMBER **EXPIRY DATE**

STUDENT SIGNATURE **DATE**

Did you graduate from George Brown?

If you did, we'd like to
invite you to
celebrate the College's 20th anniversary
with us this fall.

But to send you an invitation, we need
your name and address.

Please take a minute and
fill in this form and send it to:

Public Relations
George Brown College
P.O. Box 1015, Station B
Toronto, Ontario M5T 2T9

ALUMNI ASSOCIATION REGISTRATION FORM

MAIL TO: Public Relations, George Brown College, P.O. Box 1015, Station B, Toronto, Ontario M5T 2T9

Name_____

Address_____

_____

Phone (home)_____ (business)_____

Program completed_____ (year)_____

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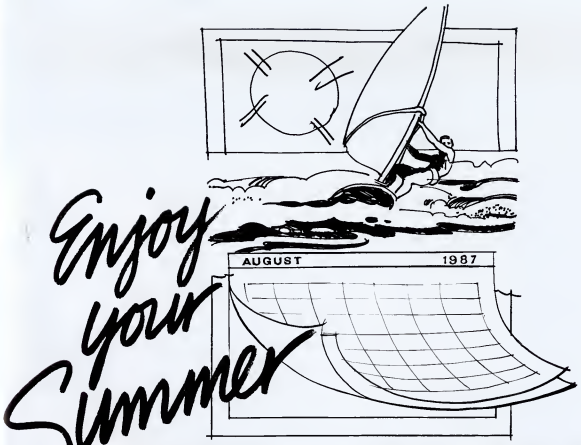

and give some thought to the Fall

Summer's a time to take it easy, enjoy sunny days and relax.

But once September comes, those lazy days are over. Now is the time to plan what you want to do after Labour Day. And George Brown's job-oriented training programs can get you started on the career you've been dreaming about all summer.

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Small Business Management
Sales

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- Machine Shorthand
- Stenomask

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Word Processing
- Specialist
- Legal
- Operator

Office Administration
- Legal
- Medical
- Executive Secretarial

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Air Conditioning and Refrigeration Engineering Technician/Technology
Stationary Power Plant Engineering
Electrical Engineering Technician/Technology
Mechanical Engineering Technician
- Drafting Design (CAD/CAM)
- Tool Design
- Machine Design
- Tool and Die Making
- Mouldmaking

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Welding Specialist
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Printing Technician/Technology

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Community Worker
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160 Kendal Avenue
Mon. to Thurs., noon to 6 p.m.
Fri., noon to 4:30 p.m.

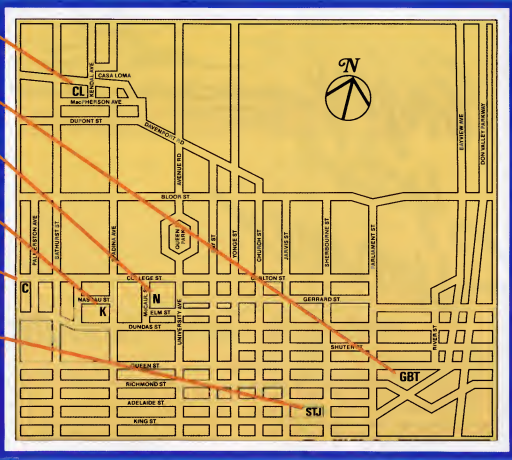
George Brown Theatre
530 King St. E.

Nightingale Campus
2 Murray Street
Students register at
Casa Loma Campus

Kensington Campus
21 Nassau Street
Mon. to Thurs., noon to 6 p.m.
Fri., noon to 4:30 p.m.

College Street Campus
507 College Street
Students register at
Kensington Campus

St. James Campus
200 King Street E.
Mon. to Thurs., noon to 6 p.m.
Fri., noon to 4:30 p.m.



Admissions offices' hours from September 8

Casa Loma Campus
Mon. to Thurs., 10 a.m. to 7:30 p.m.
Fri., 10 a.m. to 4:30 p.m.

Kensington Campus
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Fri., 10 a.m. to 4:30 p.m.

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